

Template Letter to Inform Clients Regarding SARS Communications

[Your Firm's Letterhead]

[Date]

Dear [Client's Name],

I trust you are doing well. I am writing this notice to inform you that the South African Revenue Service (SARS) is issuing an increased number of communications directly to taxpayers, reflecting a strategic push to enhance engagement and revenue collection efforts. These communications are sent only to taxpayers, without notifying tax practitioners of the correspondence.

As your tax practitioner, my priority is to ensure your tax affairs are managed efficiently and ensure compliance. It's important to note that I don't automatically get messages sent by SARS directly to you, and therefore, **I kindly request that you forward any SARS correspondences — whether received via email, SMS, or mail — directly to me as soon as possible.**

This practice is crucial for swiftly addressing and resolving any tax matters, thereby mitigating the risk of penalties, and ensuring you receive any applicable refunds promptly.

Thank you for your continued trust in us to manage your tax matters. For any queries or need for further clarification, please feel free to reach out.

Best wishes,

[Your Name]

[Your Title]