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Dear Client,

You are receiving this letter as we are now nearing the end of the year and it is time to record the ending mileage on your vehicle(s). At the end of the business day on December 31<sup>st</sup> please record the ending odometer on this sheet and return to us (via fax, email, or mail) for safe keeping until we are ready to file your tax returns.

Vehicle Type: \_\_\_\_\_ Ending Odometer (12-31) \_\_\_\_\_

#1.

Total Business Miles Driven: \_\_\_\_\_ Total Personal Miles Driven: \_\_\_\_\_

#2.

Total Business Miles Driven: \_\_\_\_\_ Total Personal Miles Driven: \_\_\_\_\_

#3.

Total Business Miles Driven: \_\_\_\_\_ Total Personal Miles Driven: \_\_\_\_\_

#4.

Total Business Miles Driven: \_\_\_\_\_ Total Personal Miles Driven: \_\_\_\_\_

#5.

Total Business Miles Driven: \_\_\_\_\_ Total Personal Miles Driven: \_\_\_\_\_