

Notice of Tax Policy Discrepancy

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Subject: Notice of Discrepancy in Tax Policy

Dear [Recipient's Name],

We are writing to inform you of a discrepancy identified in your tax policy as of [Insert Date]. Our records indicate that there are inconsistencies that need to be addressed to ensure compliance with tax regulations.

The specific discrepancies are as follows:

- [Description of Discrepancy 1]
- [Description of Discrepancy 2]
- [Description of Discrepancy 3]

We kindly request that you review your records and provide clarification or corrections by [Insert Response Deadline]. Failure to address these discrepancies may result in further action.

If you have any questions or need assistance in resolving this matter, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]