

Tax Compliance Modification Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Tax Authority Name]

[Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally request a modification regarding my tax compliance status for the tax year [Insert Year]. Due to [briefly explain reason, e.g., unforeseen circumstances, changes in financial situation], I believe it is necessary to revisit the terms of my tax obligations.

I would appreciate the opportunity to discuss this matter further and provide any additional documentation needed to support my request. Please let me know a convenient time for us to talk or if you need anything further from my side.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]