

Request for Tax Compliance Adjustment

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a review and adjustment of my tax compliance status for the year [insert year]. After reviewing my records, I believe there may have been discrepancies affecting my tax obligations.

Details of my tax situation are as follows:

- Tax Identification Number: [insert TIN]
- Filing Status: [insert filing status]
- Relevant Tax Period: [insert tax period]

Enclosed are the supporting documents for your review:

1. [Document 1]
2. [Document 2]
3. [Document 3]

I kindly request that you consider my situation and make the necessary adjustments to my tax compliance status. I appreciate your understanding and support in this matter.

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]