

# Request for Tax Refund Adjustment

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Tax Department  
Tax Office Address  
City, State, Zip Code

Subject: Request for Adjustment of Tax Refund

Dear [Tax Official's Name],

I am writing to formally request an adjustment to my tax refund for the period ending [Tax Year]. I believe there has been an error in the calculation of my refund amount, which I would like to rectify.

Details of my tax return are as follows:

- Taxpayer Identification Number: [Your TIN]
- Filing Status: [Your Filing Status]
- Original Refund Amount: [Original Refund Amount]
- Disputed Refund Amount: [Disputed Amount]

Upon reviewing my tax return, I found discrepancies concerning [briefly describe the nature of the error]. I have attached the relevant documentation to support my request.

I kindly ask for your assistance in reviewing my case and making the necessary adjustments to my tax refund. I appreciate your attention to this matter and look forward to a prompt resolution.

Thank you for your help.

Sincerely,  
[Your Name]

Attachments: [List any attached documents]