

Appeal for Taxpayer Identification Number Correction

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To Whom It May Concern,

I am writing to formally appeal for the correction of my Taxpayer Identification Number (TIN) associated with my account. My TIN is currently recorded as [Incorrect TIN] and should be [Correct TIN].

Upon reviewing my records, I discovered that there was an error in recording my TIN due to [brief explanation of the error, e.g., clerical error, misunderstanding]. I have enclosed relevant documents that support my request for correction.

I kindly request your prompt attention to this matter, as the incorrect TIN may lead to complications regarding my tax filings and obligations.

Thank you for your understanding and assistance in resolving this issue. I look forward to your response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]