

Request for Taxpayer Identification Number Adjustment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

To Whom It May Concern,

I am writing to formally request an adjustment to my taxpayer identification number (TIN). My current TIN is [Current TIN], and I believe there has been an error that needs to be rectified.

Details of the requested adjustment are as follows:

- Current TIN: [Insert Current TIN]
- Proposed TIN: [Insert Proposed TIN]
- Reason for Adjustment: [Briefly explain reason]

Enclosed with this letter are the necessary documents supporting my request, including [list any documents].

I appreciate your attention to this matter and look forward to your prompt response. Please do not hesitate to contact me at [Your Phone Number] or [Your Email Address] if you need any further information.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Title, if applicable]

[Your Company Name, if applicable]