

Corrected Tax Return Submission

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Business Name]

[Business Address Line 1]

[Business Address Line 2]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Tax Agency Name]

[Agency Address Line 1]

[Agency Address Line 2]

[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Submission of Corrected Tax Return for [Tax Year]

I am writing to submit a corrected tax return for [Business Name] related to the tax year [Insert Year]. We have identified errors in our previously filed return and have made the necessary corrections as detailed in the attached documents.

The reasons for the corrections are as follows:

- [Reason for correction #1]
- [Reason for correction #2]
- [Reason for correction #3]

Enclosed, please find:

- The corrected tax return
- Supporting documentation
- Any additional forms as required

We apologize for any inconvenience this may have caused and appreciate your understanding. Please do not hesitate to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Business Name]