

Application for Tax Withholding Certificate Alteration

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

Tax Authority Name
Tax Authority Address
City, State, Zip Code

Dear [Tax Authority Name],

I am writing to formally request an alteration to my tax withholding certificate. My details are as follows:

Name: [Your Name]

Social Security Number: [Your SSN]

Current Withholding Certificate Number: [Current Number]

The reason for this alteration is [briefly explain the reason, e.g., change in financial circumstances, change in dependents, etc.]. I have attached the relevant documents to support my request.

Please update my records accordingly. If you need any further information or documentation, do not hesitate to contact me at the number or email provided above.

Thank you for your attention to this matter.

Sincerely,
[Your Name]