

Confirmation of Tax Withholding Changes

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

This letter serves to confirm the changes made to my tax withholding as per our recent discussions.

Effective [Insert Effective Date], my tax withholding will be changed as follows:

- [Detail of the change, e.g., updated withholding allowances]
- [Another detail, if applicable]

Please update your records accordingly. If you require any further information or documentation, feel free to contact me at the phone number or email address provided above.

Thank you for your attention to this matter.

Sincerely,

[Your Name]