

Inquiry Regarding Tax Withholding Certificate Modification

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company/Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the modification of my tax withholding certificate (Form W-4) that I submitted on [date of submission]. Due to a recent change in my financial circumstances, I believe it is necessary to update my withholding preferences to better align with my current tax situation.

Could you please provide me with the necessary steps to modify my tax withholding certificate? If there are specific forms I need to complete or additional documentation required, kindly let me know.

Thank you for your assistance in this matter. I look forward to your prompt response.

Sincerely,

[Your Name]