

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an update to my tax withholding certificate due to [briefly explain reason, e.g., change in income, marital status, etc.].

Please find my updated information below:

[Provide relevant updated information]

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

Sincerely,

[Your Name]