

Request for Correction of Tax Withholding Certificate

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

To Whom It May Concern,

I am writing to formally request a correction to my tax withholding certificate, which was issued on [Issue Date]. The details that need correction are as follows:

Incorrect Information:

- Name: [Incorrect Name]
- Social Security Number: [Incorrect SSN]
- Address: [Incorrect Address]

Correct Information:

- Name: [Correct Name]
- Social Security Number: [Correct SSN]
- Address: [Correct Address]

Please let me know if you require any further information or documentation to process this request. Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]