

Request for Clarification on Taxable Income

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to request clarification regarding the taxable income reported for the year [insert year] in relation to my account.

Upon reviewing my financial records, I have encountered discrepancies that I believe need to be addressed. Specifically, I would like to clarify the following points:

- [Point 1: Describe the discrepancy or area of confusion]
- [Point 2: Describe the discrepancy or area of confusion]
- [Point 3: Describe the discrepancy or area of confusion]

Could you please provide additional information or documentation that supports the taxable income calculations? Your assistance in this matter would be greatly appreciated as it would help ensure my records are accurate.

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

Sincerely,

[Your Name]