

# Amendment Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Amendment Notice for Tax Documents

I am writing to inform you of an amendment that needs to be made to my previously submitted tax documents for the year [Insert Year]. It has come to my attention that [briefly explain the amendment needed, e.g., incorrect income reporting, additional deductions, etc.].

The correct information is as follows:

- [Detail the amendment, e.g., Corrected income amount]
- [Additional information if necessary]

Please let me know if you require any further information or documentation to process this amendment. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]