

# Letter of Correction Update for Tax Filings

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [Recipient's Name]

[Recipient's Position]

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Correction Update for Tax Filings

I am writing to inform you of a necessary correction to my tax filings for the year [Tax Year]. Upon reviewing my records, I have identified some discrepancies that need to be addressed.

The corrections involve the following:

- [Specify Correction 1]
- [Specify Correction 2]
- [Specify Correction 3]

I have enclosed the corrected forms and any supporting documentation for your review. Kindly update your records accordingly and let me know if you require any additional information or clarification.

Thank you for your attention to this matter. I appreciate your prompt assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]