

Tax Document Correction Notification

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip]

Dear [Recipient Name],

We are writing to inform you that there has been a correction made to your tax document for the year [Insert Year]. The correction pertains to [describe the specific document and the nature of the error].

Enclosed with this letter, you will find the corrected document for your records. Please review the changes carefully and ensure that you update your records accordingly.

If you have any questions or require further assistance, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]