

# Tax Documentation Error Notice

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you of an error found in your tax documentation submitted for the tax year [Insert Year]. After a thorough review, we identified the following discrepancies:

- [Description of the error]
- [Description of the error]
- [Description of the error]

To rectify this issue, we kindly ask you to provide the correct documentation by [Insert Deadline Date]. Failing to address this error may result in [explain potential consequences].

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

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Contact Information]