

Reminder: Amendment of Tax Documents Required

Dear [Recipient's Name],

We hope this message finds you well. This is a friendly reminder regarding the amendment of your tax documents for the year [Tax Year]. It has come to our attention that there are discrepancies that need to be addressed to ensure the accuracy of your tax filings.

Please review the following documents:

- [Document Name 1] - [Reason for Amendment]
- [Document Name 2] - [Reason for Amendment]

We kindly request that you submit the necessary amendments by [Deadline Date]. If you have any questions or need assistance, please do not hesitate to reach out to us at [Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Contact Information]