

Tax Form Rectification Alert

Dear [Recipient Name],

We are writing to inform you that there is a need for rectification in your recently submitted tax form for the fiscal year [Year].

The following discrepancies have been identified:

- [Discrepancy 1]
- [Discrepancy 2]
- [Discrepancy 3]

Please take the time to review your submission and provide the necessary corrections by [Deadline Date] to avoid any penalties or delays in processing.

If you have any questions or require assistance, feel free to contact our office at [Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]