

Tax Information Correction Advisory

Date: [Insert Date]

Sender's Name: [Your Name]

Sender's Address: [Your Address]

City, State, Zip Code: [Your City, State, Zip Code]

Email: [Your Email]

Phone Number: [Your Phone Number]

Recipient's Name: [Recipient's Name]

Recipient's Address: [Recipient's Address]

City, State, Zip Code: [Recipient's City, State, Zip Code]

Subject: Correction of Tax Information

Dear [Recipient's Name],

We are writing to inform you of a necessary correction related to your tax information regarding the tax year [Insert Tax Year]. We discovered that [provide a brief description of the incorrect information, e.g., income amount, filing status, etc.].

The correct information is as follows:

- **Corrected Item:** [Corrected Information]
- **Previous Item:** [Incorrect Information]

We encourage you to review your records and ensure that the corrected information is reflected in your tax filings. If you have already filed your taxes for this year, you may need to amend your return.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]