

Tax Report Adjustment Announcement

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you of an adjustment to your recent tax report for the year [Insert Year]. After a thorough review, we found [briefly explain reason for adjustment, e.g., "an error in the entered income," "missing deductions," etc.].

The corrected figures are as follows:

- Previous Total Income: \$[Previous Income]
- Corrected Total Income: \$[Corrected Income]
- Previous Tax Liability: \$[Previous Liability]
- Corrected Tax Liability: \$[Corrected Liability]

Please review the attached documents for a detailed breakdown of the adjustments. We recommend that you consult with your tax advisor to understand the implications of these changes.

If you have any questions regarding this adjustment, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Company Contact Information]