

Notification of Tax Payment Errors

Dear [Taxpayer Name],

We hope this message finds you well. We are writing to notify you of an issue concerning your recent tax payment.

Upon review, it has come to our attention that there were mistakes in your tax payment for the year [Tax Year]. Specifically, the following discrepancies were noted:

- [Description of mistake 1]
- [Description of mistake 2]
- [Description of mistake 3]

Please review these issues at your earliest convenience. We kindly ask that you rectify the errors by [Due Date] to avoid any penalties or further complications.

If you have any questions or require assistance, do not hesitate 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]