

# Tax Payment Adjustment Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Tax Authority's Name]

[Tax Authority's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an adjustment to my tax payment for the [Tax Year] tax return. My name is [Your Name] and I am a taxpayer with the identification number [Your Tax ID or Social Security Number].

Upon reviewing my records, I discovered discrepancies in my reported income/expenses/tax deductions that may have resulted in an incorrect payment amount. The details of the adjustment request are as follows:

- **Issue Description:** [Briefly describe the issue]
- **Original Amount Paid:** \$[Insert Amount]
- **Requested Adjustment:** \$[Insert Requested Amount]

Attached to this letter are supporting documents that evidence my claims, including [list any attached documents]. I kindly ask for your review of this request and any adjustments that may be necessary.

Thank you for your time and consideration. I look forward to your prompt response.

Sincerely,

[Your Name]