

Tax Payment Correction Notice

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

City, State, Zip: [City, State, Zip]

Dear [Recipient's Name],

We are writing to inform you that there was an error in the tax payment processed for your account for the tax year [Insert Tax Year]. Upon review, we discovered that the amount of [Insert Incorrect Amount] was incorrectly attributed to your account instead of the correct amount of [Insert Correct Amount].

To correct this issue, please review the attached documentation and make the necessary adjustments by [Insert Deadline]. If you have already made the payment, kindly disregard this notice.

If you have any questions or need further assistance, do not hesitate to contact us at [Insert Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]