

Tax Payment Discrepancy Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Subject: Notification of Tax Payment Discrepancy

Dear [Tax Authority Name],

I am writing to formally notify you of a discrepancy regarding my recent tax payment for the tax year [Insert Year]. My tax identification number is [Insert TIN].

Upon reviewing my records, I have noticed that [briefly explain the discrepancy, e.g., the payment amount differs from what was reported, or a payment was not credited]. The payment was made on [Insert Payment Date] and amounted to [Insert Amount]. However, according to my account, it appears that [explain how the records differ].

I kindly request your assistance in reviewing this matter and correcting my account accordingly. Enclosed with this letter are copies of my payment receipts and any relevant documentation for your reference.

Thank you for your attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email] should you need any further information or clarification.

Sincerely,

[Your Name]