

Follow-Up on Tax Payment Error

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the recent correspondence regarding an error in my tax payment for the fiscal year [Insert Year].

As noted in our previous communication, I identified an inconsistency related to [briefly describe the issue]. I believe this may have affected my payment status, as well as my overall tax filing.

Could you please provide an update regarding the status of this matter? I would greatly appreciate your assistance in resolving this issue promptly.

Thank you for your attention to this matter. Please feel free to reach me at [Your Phone Number] or [Your Email Address] if you require any further information.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]