

# Tax Payment Inaccuracy Notification

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you of an inaccuracy found in your recent tax payment submission for the tax year [Insert Year]. After a thorough review of your records, we have identified discrepancies that require your immediate attention.

Details of the inaccuracy are as follows:

- Transaction ID: [Insert Transaction ID]
- Amount Paid: [Insert Amount]
- Discrepancy: [Briefly describe the discrepancy]

Please review your records and provide us with the necessary documentation to resolve this matter by [Insert Deadline Date]. Failure to respond may result in further action, including potential penalties or interest charges.

If you have any questions or need assistance, feel free to contact our office at [Insert Contact Information]. We appreciate your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]