

Letter of Announcement for Tax Payment Mistake

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We are writing to inform you of a mistake that occurred during the processing of your recent tax payment for the fiscal year [Insert Year]. After a thorough review, we discovered an error that may affect your financial records.

Details of the mistake:

- Payment Amount: [Insert Amount]
- Date of Payment: [Insert Date]
- Error Description: [Briefly describe the error]

We sincerely apologize for any inconvenience this may have caused. We are currently working to rectify this issue and ensure your account reflects the correct information.

Please feel free to reach out to our office at [Insert Phone Number] or email us at [Insert Email Address] should you have any questions or if you require further assistance.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]