

Letter of Clarification for Tax Return Changes

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[IRS Address or Tax Office Address]

[City, State, Zip Code]

Subject: Clarification Regarding Changes Made to Tax Return

Dear [Tax Officer's Name or IRS Representative],

I am writing to clarify certain changes made to my tax return for the year [insert year]. After reviewing my initial submission and the subsequent modifications, I believe there may be some confusion regarding these changes.

Specifically, the changes pertain to [briefly explain the changes, e.g., adjustments in income, additional deductions, etc.]. I have attached all relevant documents that further substantiate these changes, including [list documents, e.g., W-2 forms, 1099s, receipts, etc.].

I kindly request your assistance in processing my tax return with these modifications in mind. If you need any further information or documentation, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]