

# Letter of Explanation for Amended Tax Return

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[IRS/Tax Office Address]

[City, State, Zip Code]

Subject: Explanation for Amended Tax Return (Form 1040X)

Dear [Tax Official's Name or "To Whom It May Concern"],

I am writing to explain the amendments made to my tax return for the year [Year]. I recently filed an amended tax return (Form 1040X) due to [brief reason for the amendment, e.g., "correcting income information," "adding omitted deductions," etc.].

The specific changes made in the amended return are as follows:

- [Change 1: description]
- [Change 2: description]
- [Change 3: description]

These changes resulted in [explain the financial impact, e.g., "a change in my tax liability from \$X to \$Y"]. I have enclosed the necessary documentation to support these amendments, including [list the documents, e.g., "revised W-2, receipts for deductions, etc."].

I appreciate your attention to this matter and am available to provide any further information as needed. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your understanding.

Sincerely,

[Your Name]