

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Tax Agency Name]

[Agency Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to follow up on the adjustment of my tax return for the year [Insert Year]. I submitted the necessary documentation on [Insert Date] and wanted to check on the status of my request.

My tax return reference number is [Insert Reference Number]. I would appreciate any updates you can provide regarding the processing of this adjustment.

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

Sincerely,

[Your Name]