

Inquiry Regarding Tax Return Amendment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Tax Authority/Office Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the process for amending my tax return for the year [Insert Year].

After reviewing my previous submission, I realized that there were some discrepancies in my reported income and deductions. I would like to ensure that I correctly address these issues to avoid any potential penalties.

Could you please provide me with the necessary steps to amend my tax return? Additionally, I would appreciate any information regarding important deadlines and required documents.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]