

Tax Amendment Justification Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[IRS Address]

[City, State, Zip Code]

Subject: Justification for Tax Amendment - [Your Tax Year]

To Whom It May Concern,

I am writing to formally request a review and amendment of my tax return for the year [Year]. After careful examination of my records, I discovered that certain information was inaccurately reported, leading to discrepancies in my submitted return.

The specific reasons for this request are as follows:

- [Reason 1: e.g., Incorrect income reported]
- [Reason 2: e.g., Missed deductions]
- [Reason 3: e.g., Changes in filing status]

Enclosed with this letter are relevant documents that support my claims, including [list documents: e.g., W-2 forms, 1099 forms, receipts]. I believe that upon review of this information, you will find that the amendment is justified and will lead to a correct assessment of my tax obligations.

I appreciate your attention to this matter and look forward to your prompt response. Should you require any additional information, please feel free to contact me at [your phone number] or [your email address].

Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]