

# Tax Return Amendment Request

Your Name  
Your Address  
City, State, ZIP Code  
Email Address  
Phone Number  
Date: [Current Date]

Internal Revenue Service  
Address of the IRS Office  
City, State, ZIP Code

Subject: Request for Amendment of Tax Return for the Year [Year]

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

I am writing to formally request an amendment to my tax return for the year [insert year], which was filed on [insert filing date]. My Social Security Number is [insert SSN].

After reviewing my submitted tax documents, I realized that [describe the error or issue that needs correction]. Therefore, I would like to amend my return to accurately reflect [briefly explain the correction].

Enclosed are the necessary forms and supporting documents that pertain to my amendment request.

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

Sincerely,  
[Your Name]