

# Federal Tax Withholding Revision Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Employer's Name]

[Employer's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally request a revision of my federal tax withholding status. After reviewing my current withholding allowances, I believe that an adjustment is necessary to better reflect my financial situation.

My details are as follows:

- Employee ID: [Your Employee ID]
- Current Withholding Allowances: [Current Number]
- Requested Withholding Allowances: [Requested Number]

Please find attached the completed IRS Form W-4 for your review and processing. I would appreciate it if you could make this change effective from [Effective Date].

Thank you for your attention to this matter. If you have any questions, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]