

# Income Tax Withholding Amendment Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To Whom It May Concern,

I am writing to request an amendment to my income tax withholding for the tax year [Insert Year]. My Social Security Number is [Insert SSN].

Due to [briefly explain reason, e.g., "a change in my financial circumstances"], I believe it is necessary to adjust my withholding to better reflect my current tax obligations.

Please find attached [any additional documents, forms, or evidence if applicable]. I would like to request an adjustment to the withholding amount to [specify new amount or percentage].

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]