

Tax Deduction Change Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Dear [Tax Authority Name],

I am writing to formally request a change to my tax deduction details. My name is [Your Name], and my taxpayer identification number is [Your TIN/SSN].

Due to [brief explanation of reason for request, e.g., changes in income, employment status, or dependents], I believe that my current tax deduction amount is no longer accurate.

I would like to request that my deductions be adjusted to reflect my current situation. The new information is as follows:

- [Detail 1]
- [Detail 2]
- [Detail 3]

Please let me know if any additional documentation is required to process my request. I appreciate your attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]