

Tax Withholding Adjustment Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Employer's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally request an adjustment to my tax withholding. After reviewing my financial situation and tax obligations, I believe that my current withholding amount is not adequately aligned with my tax liability for the year.

To ensure that I do not overpay or underpay my taxes, I request that my withholding be adjusted to reflect my current status. Please find attached the necessary documentation supporting my request.

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

Thank you.

Sincerely,

[Your Name]