

# Withholding Allowance Change Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally request a change in my withholding allowance. My current withholding allowance is [insert current allowance], and I would like to update it to [insert desired allowance].

This change is due to [reason for change, e.g., changes in personal circumstances such as marriage, birth of a child, etc.]. I believe this adjustment will better reflect my tax situation.

Please let me know if you need any additional information or documentation to process this request. I appreciate your attention to this matter.

Thank you for your prompt response.

Sincerely,

[Your Name]