

# Notification of Tax Invoice Adjustment

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We hope this message finds you well. We are writing to inform you about an adjustment made to your tax invoice #[Invoice Number] originally issued on [Original Date].

The reason for this adjustment is [brief explanation of the adjustment]. As a result, the new total amount due is [New Amount].

We kindly ask you to review the adjusted invoice and ensure that all details are correct. The updated invoice is attached for your reference.

If you have any questions or require further clarification, please do not hesitate to contact us at [Contact Information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]