

# Letter of Demand for Clarification on Tax Deductions

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request clarification regarding the tax deductions reflected in my latest tax statement dated [Date of Tax Statement]. After reviewing the details provided, I have identified several discrepancies that require further explanation.

Specifically, I would like to inquire about the following deductions:

- [Detail of the first deduction in question]
- [Detail of the second deduction in question]
- [Detail of the third deduction in question]

It is crucial for me to understand the basis of these deductions to ensure that my records are accurate and compliant with tax regulations. I kindly request a written response addressing these concerns by [Deadline for Response].

Thank you for your attention to this matter. I look forward to your prompt reply.

Sincerely,

[Your Name]