

Amended Tax Report Update

Date: [Insert Date]

[Corporation Name]
[Corporation Address]
[City, State, Zip Code]

[Recipient Name]
[Recipient Title]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you that we have submitted an amended tax report for [Tax Year] on behalf of [Corporation Name]. This amendment is necessary due to [brief explanation of the reason for amendment].

The key changes made in the amended report include:

- [Change 1]
- [Change 2]
- [Change 3]

We believe these adjustments will provide a more accurate representation of our financial standing for the specified tax year.

Should you require any further information or documentation related to our amended tax report, please do not hesitate to reach out to us at [phone number] or [email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Corporation Name]