

Tax Filing Adjustment Notification

Date: [Insert Date]

[Non-Profit Organization Name]

[Non-Profit Organization Address]

[City, State, Zip Code]

To Whom It May Concern,

We are writing to inform you of an adjustment to our recent tax filing for the fiscal year ending [Insert Year]. As a tax-exempt organization, we strive to maintain compliance with all IRS regulations. Upon review, we discovered discrepancies in our reported figures that necessitated an amendment.

The adjustments include the following:

- **Tax Period:** [Insert Tax Period]
- **Original Revenue Reported:** [Insert Original Revenue]
- **Adjusted Revenue:** [Insert Adjusted Revenue]
- **Explanation of Changes:** [Brief Explanation]

We have submitted the necessary amended forms and supporting documentation to the IRS and are committed to maintaining transparency. If you have any questions or require additional information, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Non-Profit Organization Name]

[Email Address]

[Phone Number]