

Tax Return Amendment Notice

Date: [Insert Date]

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

To: [Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that I have submitted an amendment to my tax return for the year [Insert Year]. Upon reviewing my previous submission, I realized that [briefly explain the reason for the amendment, e.g., additional income, deductions, etc.].

The amended return has been filed with the appropriate documentation and I have ensured that all necessary corrections are accurately reflected. I believe this amendment will provide a clearer representation of my tax obligations.

Please let me know if you require any further information or documentation regarding this amendment. Thank you for your attention to this matter.

Sincerely,
[Your Name]