

Tax Refund Adjustment Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

We are writing to inform you of an adjustment made to the tax refund associated with the estate/trust of [Estate/Trust Name]. This adjustment affects the amount originally processed on [Original Refund Date].

The revised refund amount is \$[New Amount], which reflects [brief explanation of the reason for adjustment, e.g., corrected deductions, additional income, etc.].

Please find the details of the adjustment below:

- Original Refund Amount: \$[Original Amount]
- Adjusted Refund Amount: \$[New Amount]
- Date of Adjustment: [Adjustment Date]
- Reference Number: [Reference Number]

If you have any questions regarding this adjustment, please do not hesitate to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]