

Tax Refund Adjustment Notification

Date: [Insert Date]

Dear [Taxpayer's Name],

We hope this message finds you well. We are writing to inform you about an adjustment made to your tax refund for the [Tax Year] filing period.

It has come to our attention that there were discrepancies in the information provided on your tax return submitted on [Submission Date]. As a result, your tax refund has been adjusted to reflect the accurate calculations as per the tax regulations.

Your original refund amount was [Original Amount], and the revised refund amount is [Revised Amount]. This adjustment was made due to the following reason(s):

- [Reason for Adjustment 1]
- [Reason for Adjustment 2]

If you require any further clarification or have questions regarding this adjustment, please do not hesitate to contact us at [Contact Information]. We appreciate your understanding and cooperation.

Thank you for being a valued taxpayer.

Sincerely,

[Your Name]
[Your Title]
[Organization Name]