

Tax Refund Adjustment Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

Dear [Recipient's Name],

We are writing to inform you about an adjustment made to your recent tax refund for the tax year [Insert Year]. After careful review, we have found discrepancies in your tax return that require rectification.

Your original refund amount of \$[Original Refund Amount] has been adjusted to \$[Adjusted Refund Amount]. The adjustments were made due to the following reasons:

- [Reason 1]
- [Reason 2]
- [Reason 3]

Please review the enclosed documentation for further details regarding the adjustments.

If you have any questions or need additional information, feel free to contact us at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]