

Tax Refund Adjustment Notification

Date: [Insert Date]

To:

[Taxpayer 1 Name]

[Taxpayer 1 Address]

[City, State, ZIP Code]

[Taxpayer 2 Name]

[Taxpayer 2 Address]

[City, State, ZIP Code]

Dear [Taxpayer 1 Name] and [Taxpayer 2 Name],

We are writing to inform you of a recent adjustment made to your tax refund for the tax year [Insert Year]. After a thorough review, we have identified discrepancies that require correction.

Your original refund amount was [Insert Original Amount]. However, after the adjustments, your revised refund amount is [Insert Revised Amount]. The adjustments are based on [briefly explain reason for adjustment, e.g., income discrepancies, missed tax credits, etc.].

Enclosed you will find a detailed breakdown of the adjustments made, along with any additional documentation required. If you have any questions or believe this adjustment is in error, please contact our office at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]