

Tax Refund Adjustment Notification

Date: [Insert Date]

[Nonprofit Organization Name]

[Nonprofit Organization Address]

[City, State, Zip Code]

To Whom It May Concern,

We are writing to inform you of an adjustment to your tax refund related to your organization, [Organization Name]. This adjustment has been made due to [brief explanation of the reason, e.g., a change in reported income, changes in eligible deductions, etc.].

As a result of this adjustment, your revised tax refund amount is now [insert new amount]. We kindly request that you review the enclosed documentation for details regarding this adjustment.

If you have any questions or require further clarification, please feel free to contact us at [insert phone number] or [insert email address].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Nonprofit Organization Name]

[Contact Information]