

Tax Refund Offset Advisory

Date: [Insert Date]

Dear [Recipient's Name],

This letter serves as an advisory regarding your recent tax refund offset. According to our records, a portion of your tax refund has been offset to satisfy an outstanding obligation.

Details of the offset are as follows:

- **Tax Year:** [Insert Tax Year]
- **Refund Amount:** \$[Insert Refund Amount]
- **Offset Amount:** \$[Insert Offset Amount]
- **Remaining Refund:** \$[Insert Remaining Refund]

If you have any questions or believe this information is incorrect, please contact our office at [Insert Contact Information] or visit [Insert Website].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]