

Letter of Appeal for Altered Employee Tax Withholdings

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally appeal the recent changes made to my tax withholdings as an employee of [Company Name]. The alterations have raised concerns regarding my financial situation and tax obligations.

Initially, my tax withholdings were set at [previous withholding percentage or amount]. However, I have been informed that this has been altered to [new withholding percentage or amount]. I believe that this change may have been made in error, and I would like to request a review of my withholding status.

To support my appeal, I have attached [any relevant documents, such as pay stubs, tax forms, or correspondence]. I would greatly appreciate your assistance in rectifying this matter at your earliest convenience, as it is essential for my financial planning and tax compliance.

Thank you for your attention to this serious matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]