

# Request for Modification of Employee Tax Withholding

Date: [Insert Date]

To: [HR Manager's Name]

Company Name: [Company Name]

Company Address: [Company Address]

Dear [HR Manager's Name],

I am writing to formally request a modification in my tax withholding status. My name is [Your Name], and my employee ID is [Employee ID].

Due to [reason for the request, e.g., changes in financial circumstances, marital status, etc.], I believe that adjusting my tax withholding will more accurately reflect my current situation. I would like to change my withholding status from [Current Withholding Status] to [Desired Withholding Status].

Enclosed with this letter, I have included the necessary forms and documentation required to process this request. I would appreciate it if you could confirm this change and advise me of any further steps I need to take.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]