

# Business Tax Liability Adjustment Request

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Subject: Request for Adjustment of Business Tax Liability

Dear [Tax Authority Representative's Name],

I am writing to formally request an adjustment to our business tax liability for the tax year [Insert Year]. After a thorough review of our financial records and tax filings, I believe that there has been an error that has led to an overstatement of our tax liability.

The details of the adjustment are as follows:

- **Tax Year:** [Insert Year]
- **Tax ID Number:** [Insert Tax ID Number]
- **Current Liability Amount:** \$[Insert Amount]
- **Adjusted Liability Amount:** \$[Insert Amount]
- **Reason for Adjustment:** [Insert Reason]

Attached are the supporting documents that provide evidence of the adjustment, including [list of documents].

I appreciate your attention to this matter, and I am hopeful for a quick resolution. If you require any further information or clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email].

Thank you for your prompt consideration.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]