

Payroll Tax Reconciliation Adjustment Proposal

Date: [Insert Date]

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

To: [Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]

Subject: Proposal for Payroll Tax Reconciliation Adjustment

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose a reconciliation adjustment to our payroll tax filings for the period [insert period]. Upon reviewing our records, we have identified discrepancies that require our attention.

Details of the discrepancies are as follows:

- [Description of discrepancy 1]
- [Description of discrepancy 2]
- [Description of discrepancy 3]

To address these issues, we propose the following actions:

1. [Action 1]
2. [Action 2]
3. [Action 3]

We believe these adjustments will ensure compliance and accuracy in our payroll tax reporting. We appreciate your attention to this matter and would like to schedule a meeting at your earliest convenience to discuss this proposal further.

Thank you for your consideration. I look forward to your prompt response.

Sincerely,
[Your Name]
[Your Position]
[Your Company]