

Sales Tax Adjustment Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title/Position]

[Tax Department Name]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Sales Tax Adjustment Request for Recent Purchases

I am writing to formally request an adjustment to the sales tax charged on my recent purchases made on [insert purchase date(s)] at [insert store or company name].

Details of the Purchase:

- Invoice Number: [Insert Invoice Number]
- Purchase Amount: \$[Insert Amount]
- Sales Tax Charged: \$[Insert Tax Amount]
- Reason for Adjustment: [Brief explanation of why you are requesting the adjustment]

Attached are copies of the relevant receipts and documentation to support my request. I kindly ask that you review this matter at your earliest convenience and provide confirmation of the adjustment.

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

Sincerely,

[Your Name]

Attachments: [List any attachments]