

# Excise Tax Return Amendment Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Recipient Name]

[Department/Organization Name]

[Department Address]

[City, State, Zip Code]

Subject: Request for Amendment of Excise Tax Return

Dear [Recipient Name],

I am writing to request an amendment to my excise tax return for the tax year [insert year] originally filed on [insert original filing date]. My tax identification number is [insert your TIN].

Upon review, I discovered that there were [briefly explain the errors or changes that need to be made, e.g., "inaccurate figures reported," "omitted deductions," etc.]. Specifically, the changes are as follows:

- [Detail the first change]
- [Detail the second change]
- [And so on...]

Enclosed are the supporting documents that substantiate my request for this amendment.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]