

Letter of Appeal for Correction of Tax Withholding Certificate

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Department Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally appeal for a correction on my tax withholding certificate ([insert certificate number or identification]), which I believe contains inaccuracies impacting my tax obligations.

The specific issue pertains to [briefly explain the error, e.g., incorrect income, filing status, or exemption claimed]. I have enclosed [mention any supporting documents, if applicable] to assist in rectifying this matter.

I kindly request that you review the details and make the necessary adjustments to ensure that my withholding certificate reflects accurate information. This correction is crucial for my compliance with tax regulations and to avoid any potential issues with the tax authorities.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]