

# Application for Tax Withholding Certificate Adjustment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Tax Authority's Name]

[Tax Authority's Address]

[City, State, Zip Code]

Dear [Tax Authority's Name],

I am writing to formally request an adjustment to my tax withholding certificate.

My details are as follows:

- Name: [Your Name]
- Tax Identification Number: [Your TIN]
- Current Withholding Certificate: [Current Certificate Number]

Due to [reason for adjustment, e.g., changes in income, marital status, or allowances], I believe my current withholding amount is no longer accurate and should be revised.

Please find attached any relevant supporting documents for your review.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]