

# Confirmation of Tax Withholding Certificate Change

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to confirm the change to your tax withholding certificate as per your request received on [Request Date]. The following details have been updated in our records:

**Previous Tax Withholding Certificate:** [Details of the previous certificate]

**New Tax Withholding Certificate:** [Details of the new certificate]

This change will take effect from [Effective Date]. Please review the new certificate and ensure that all details are accurate. If you have any questions or require further assistance, do not hesitate to reach out to us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]