

Tax Withholding Certificate Alteration Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request an alteration to my tax withholding certificate, following recent changes in my financial circumstances that require an update to my withholding status.

The details of my current withholding certificate are as follows:

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

Due to [briefly explain the reason for alteration, e.g., change in employment, marital status, number of dependents], I would like to revise my withholding status to [Proposed New Status].

Attached are the necessary documents supporting my request for this alteration.

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

Sincerely,

[Your Name]