

Letter of Intent to Change Tax Withholding Certificate Details

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally request a change to my tax withholding certificate details. My current information is as follows:

Employee ID: [Your Employee ID]

Current Withholding Status: [Your Current Status]

Desired Withholding Status: [Your Desired Status]

This change is necessary due to [briefly explain reason, e.g., a change in personal circumstances, tax filing status, etc.]. I would appreciate your assistance in updating my tax withholding accordingly.

Thank you for your attention to this matter. Please let me know if you need any further information or documentation from my side.

Sincerely,

[Your Name]