

Submission for Tax Withholding Certificate Revision

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

To,

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Subject: Request for Revision of Tax Withholding Certificate

Dear [Recipient's Name],

I am writing to formally request a revision of my tax withholding certificate due to [reason for revision, e.g., changes in dependents, income levels, etc.].

My details are as follows:

Name: [Your Full Name]

Tax Identification Number: [Your TIN/SSN]

Current Withholding Status: [Your Current Status]

Attached to this letter are the necessary documents supporting my request for revision, including [list any attached documents, if applicable].

I kindly ask you to process this request at your earliest convenience. If you require any additional information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]