

Social Security Tax Correction Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

To: [Recipient's Name]

[Recipient's Title]

[Company/Agency Name]

[Company/Agency Address]

[City, State, ZIP Code]

Subject: Notification of Social Security Tax Correction

Dear [Recipient's Name],

I am writing to notify you regarding a correction that needs to be made to my Social Security tax records. It has come to my attention that [describe the error briefly, e.g., "an incorrect amount was reported for the tax year [Year]"].

Please find attached the relevant documentation that outlines the necessary changes. I kindly ask you to review the information and make the required updates to ensure the accuracy of my tax records.

If you have any questions or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]