

Request for Social Security Tax Adjustment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Social Security Administration]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an adjustment to my social security tax contributions for the tax year [Insert Year]. My Social Security Number is [Insert SSN].

Due to [briefly explain the reason, e.g., an overpayment, income changes, etc.], I believe that my social security tax has been incorrectly calculated. I have included relevant documents that support my request for your review.

I kindly ask for your assistance in resolving this matter at your earliest convenience. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any additional information you may need.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]