

Notice of Tax Liabilities

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you of a serious matter regarding your tax filings for the tax year [Insert Year]. Our records indicate that you have failed to report certain income, which has resulted in a significant tax liability.

Your current tax liability due to underreporting is as follows:

- Unreported Income: \$[Amount]
- Tax Due: \$[Amount]
- Penalties: \$[Amount]
- Total Amount Due: \$[Total Amount]

It is imperative that you address this issue promptly. We request that you remit the total amount due by [Insert Payment Deadline]. Failure to do so may result in further penalties, interest, and legal action.

If you believe this assessment is incorrect or if you wish to discuss your options, please contact our office at [Insert Contact Information] within [Insert Time Frame].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]