

Tax Discrepancy Explanation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Subject: Explanation for Tax Discrepancies - [Your Tax Identification Number]

Dear [Tax Authority Name],

I am writing to address the discrepancies noted in my recent tax return for the tax year [Insert Year]. I would like to provide clarification regarding the reported figures that may have led to confusion.

Upon reviewing my records, I found that [explain the reason for the discrepancies, including any errors or miscommunication]. Specifically, [provide details such as income adjustments, omitted deductions, or payment errors].

I have attached supporting documents to substantiate my claims, including [list of documents such as W-2 forms, 1099s, receipts, etc.].

I appreciate your attention to this matter and am committed to resolving it promptly. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need any further information.

Thank you for your understanding.

Sincerely,

[Your Name]