

Adjustment Notification

Date: [Insert Date]

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you of an adjustment made to your tax preparation service for the tax year [insert year]. Due to [reason for adjustment, e.g., changes in tax regulations, additional information received, etc.], we have updated your tax filings accordingly.

The adjustments are as follows:

- [Adjustment 1: Description]
- [Adjustment 2: Description]
- [Adjustment 3: Description]

We encourage you to review the changes and contact us if you have any questions or concerns. Our team is here to assist you in any way possible.

Thank you for choosing [Your Company Name] for your tax preparation needs.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]