

Notification for Tax Plan Adjustment Request

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 recent request for adjustments to your tax plan. This request was submitted on [Insert Submission Date] and is currently under review by our team.

Please be advised that we will be taking the following actions regarding your request:

- Review of the submitted documentation.
- Assessment of the implications of the proposed adjustments.
- Communication of our final decision by [Insert Decision Date].

If you have any questions or require further clarification, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]