

Franchise Tax Return Amendment Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

Franchise Tax Board

[FTB Address]

[City, State, Zip Code]

Subject: Request for Amendment of Franchise Tax Return

Dear Franchise Tax Board,

I am writing to formally request an amendment to my Franchise Tax Return for the year [Insert Year]. My name is [Your Name], and my taxpayer identification number is [Insert Tax ID Number].

The reason for this request is [Briefly explain the reason for the amendment, e.g., an error in income reporting, correction of expenses, etc.]. I have attached the corrected documentation and a revised return for your review.

Please let me know if there are additional forms or information required to process this amendment. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your time.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]