

Notification of Monthly Tax Payment Discrepancies

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We hope this message finds you well. This letter serves to notify you of discrepancies identified in your monthly tax payments for the period of [Insert Period]. Upon review of our records, we have noted the following issues:

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

We kindly request that you review your payment records and provide clarification or corrections by [Insert Deadline]. It is important to resolve these discrepancies to ensure compliance and avoid potential penalties.

If you have any questions or require further assistance, please do not hesitate to contact us at [Insert Phone Number] or [Insert Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Company Address]

[City, State, Zip Code]