

# Adjusted Tax Liability Notification

Date: [Insert Date]

To:

[Business Entity Name]

[Business Address]

[City, State, Zip Code]

Dear [Taxpayer Name],

We are writing to inform you of an adjustment made to your tax liability based on our recent review of your tax filings for the fiscal year ending [Insert Year]. After thorough assessment, we have determined that your adjusted tax liability is as follows:

## Summary of Adjusted Tax Liability

- Original Tax Liability: \$[Insert Amount]
- Adjusted Tax Liability: \$[Insert Amount]
- Difference: \$[Insert Amount]

The adjustment was made due to [briefly explain reason for adjustment, e.g., discrepancies in reported income, application of tax credits, etc.]. Please review the attached documentation for detailed information regarding this adjustment.

Please note that any balance due must be settled by [Insert Due Date] to avoid penalties and interest. We encourage you to contact our office if you have any questions or require further assistance.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Your Contact Information]

[Tax Authority/Agency Name]