

Adjusted Tax Liability Notification

Date: [Insert Date]

To: [Corporation Name]

Address: [Corporation Address]

Dear [Recipient's Name],

We are writing to inform you of an adjustment to your tax liability for the tax year ending [Insert Year]. After a thorough review of your submitted tax return and supporting documentation, we have identified the following adjustments:

- Adjusted Taxable Income: [Insert Amount]
- Original Tax Liability: [Insert Amount]
- Adjusted Tax Liability: [Insert Amount]

As a result of these adjustments, we kindly request that any outstanding balance be settled by [Insert Due Date]. A detailed breakdown of the adjustments and calculations is attached for your reference.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Organization Name]

[Organization Contact Information]