

# Adjusted Tax Liability Notification

Date: [Insert Date]

To: [Taxpayer's Name]

[Taxpayer's Address]

[City, State, ZIP Code]

Dear [Taxpayer's Name],

We are writing to inform you of an adjustment to your tax liability for the tax year [Insert Tax Year]. After reviewing your tax return and supporting documentation, we have determined that the following changes have been made:

- Original Tax Liability: \$[Insert Amount]
- Adjusted Tax Liability: \$[Insert Amount]
- Reason for Adjustment: [Insert Explanation]

Please review the attached documentation for detailed information regarding this adjustment. If you have any questions or believe this adjustment is incorrect, please contact our office at [Insert Phone Number] or [Insert Email Address] within [Insert Timeframe] days of receiving this letter.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]