

Adjusted Tax Liability Notification

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

To: [Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Notification of Adjusted Tax Liability

Dear [Recipient Name],

We are writing to inform you of an adjustment to your tax liability for the tax year [Insert Year]. After a thorough review of your joint tax return submitted on [Insert Filing Date], it has been determined that your revised tax liability is [Insert Amount].

Details of the adjustment are as follows:

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

If you have any questions or need 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 Organization]