

Adjusted Tax Liability Notification

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Non-Profit Organization Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you of an adjustment to your organization's tax liability for the fiscal year [Insert Fiscal Year]. After a comprehensive review of your previous submissions and the latest tax regulations, we have found discrepancies that necessitate modifications to your tax obligations.

The key details of the adjustment are as follows:

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

Please review the attached documentation, which provides detailed information regarding this adjustment. We recommend that you consult with your financial advisor to discuss any implications this may have for your organization.

If you have any questions regarding this matter, please do not hesitate to contact us at [Insert Contact Information]. We appreciate your attention to this important issue and look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization Name]

[Your Contact Information]