

Adjusted Tax Liability Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Internal Revenue Service

[IRS Address]

[City, State, Zip Code]

Subject: Notification of Adjusted Tax Liability

Dear [IRS Representative's Name],

I am writing to formally notify you of an adjustment to my tax liability for the tax year [Insert Tax Year]. As a self-employed individual, my financial circumstances have changed since my last report, and I wish to ensure that my tax records are accurate and up to date.

The adjustments are as follows:

- Gross income: [Insert Amount]
- Business expenses: [Insert Amount]
- Net profit/loss: [Insert Amount]

Enclosed with this letter are the necessary documents supporting the adjustment, including:

- Updated income statements
- Receipts for business expenses
- Any other relevant documentation

Please review the adjusted tax liability and update your records accordingly. Should you have any questions or require further information, feel free to contact me at the above-listed phone number or email address.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending via mail)]

[Your Printed Name]

[Your Tax Identification Number]