

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to request an adjustment to the tax withholding on my upcoming bonus payment. Due to [reason for adjustment, e.g., changes in personal tax situation, recent financial changes, etc.], I believe that my current withholding rate does not accurately reflect my tax obligations.

I would like to request that my bonus be withheld at a tax rate of [desired withholding rate]% instead of the current rate of [current withholding rate]%. I believe this adjustment will help ensure that I meet my tax obligations without over-withholding.

Please let me know if you require any additional information or documentation to process this request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Job Title]