

Income Tax Error Review and Resolution

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Subject: Request for Review and Resolution of Income Tax Error

Dear [Tax Authority Official's Name],

I hope this letter finds you well. I am writing to formally request a review and resolution of an error that I believe has occurred in my income tax filing for the tax year [Insert Tax Year].

Upon reviewing my tax records, I discovered what appears to be a discrepancy regarding [briefly describe the error, e.g., reported income, deductions, etc.]. I believe that this error may have resulted in [briefly describe the impact of the error, e.g., an incorrect tax liability].

To assist with the review process, I have enclosed the following documents:

- [Document 1]
- [Document 2]
- [Document 3]

I kindly request that you review my case and take the necessary steps to correct any errors found in my filing. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Tax Identification Number]