

Tax Adjustment Notice

Date: [Insert Date]

Client Name: [Insert Client Name]

Client Address: [Insert Client Address]

Dear [Insert Client Name],

We are writing to inform you of a recent adjustment made to your tax account. This adjustment has been processed in accordance with the applicable tax laws and regulations.

Details of the Tax Adjustment

Adjustment Type: [Insert Type of Adjustment]

Adjustment Amount: \$[Insert Amount]

Effective Date: [Insert Effective Date]

If you have any questions regarding this adjustment or need further clarification, please do not hesitate to contact us at [Insert Phone Number] or [Insert Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]