

Tax Discrepancy Explanation and Amendment Letter

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Tax Authority Name]
[Tax Authority Address]
[City, State, Zip Code]

Subject: Explanation and Amendment for Tax Discrepancy - [Your Tax Identification Number]

Dear [Tax Authority Contact/Department],

I am writing to formally address a discrepancy I have identified in my tax return for the year [Tax Year]. My tax return was submitted on [Submission Date], and I received notification regarding the discrepancy on [Notification Date].

The issue pertains to [briefly explain the nature of the discrepancy, e.g., reported income, deductions claimed, etc.]. After reviewing my records, I believe the discrepancy arose from [explain reason, e.g., a data entry error, missing documentation, etc.].

To rectify this issue, I am submitting the following documents for your review:

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

I kindly request that my return be amended accordingly and that any adjustments be reflected in your records. I appreciate your attention to this matter and would be grateful for your guidance on any further steps I need to take.

Thank you for your assistance. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you have any questions or require additional information.

Sincerely,
[Your Name]
[Your Tax Identification Number]