

# Tax Error Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Notification of Tax Error - Immediate Correction Required

We are writing to inform you that during the recent review of your tax filings for the year [Insert Tax Year], we discovered an error that requires your immediate attention.

Error Details:

- Type of Error: [Insert Error Type]
- Tax Form Affected: [Insert Tax Form Number]
- Description: [Brief Description of the Error]

Please take immediate action to correct this error by [Insert Correction Deadline]. The necessary steps to correct the error include:

1. [Step 1]
2. [Step 2]
3. [Step 3]

Failure to address this issue may result in penalties or delays in processing your tax return. If you have any questions or require assistance, please do not hesitate to contact our office at [Insert Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company/Organization]

[Your Contact Information]