

Tax Filing Error Rectification Notice

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Notice of Tax Filing Error Rectification

Dear [Recipient's Name],

We are writing to inform you that we have identified an error in your recent tax filing for the year [Insert Year]. This error has resulted in discrepancies that may affect your tax obligations.

The following details outline the correction needed:

- Error Description: [Insert Description]
- Correct Information: [Insert Correct Information]
- Reference Number: [Insert Reference Number]

We kindly ask you to review your records and make the necessary amendments. Please submit the corrected information by [Insert Deadline] to avoid any penalties or additional charges.

If you have any questions or require further clarification, please do not hesitate to contact our office at [Insert Contact Number] or [Insert Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Address]

[City, State, Zip Code]