

Tax Report Adjustment and Evidence Submission

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

[Date]

[Recipient's Name]
[Tax Authority Name]
[Tax Authority Address]
[City, State, Zip Code]

Subject: Tax Report Adjustment and Evidence Submission - [Tax Year]

Dear [Recipient's Name],

I am writing to formally request an adjustment to my tax report for the year [Tax Year]. Upon reviewing my records, I have identified discrepancies which require correction.

Attached you will find the following evidence supporting my request:

- [Description of Evidence 1]
- [Description of Evidence 2]
- [Description of Evidence 3]

I kindly ask that you review the attached documents and consider my request for an adjustment. Please do not hesitate to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]