

# Taxation Mistake Acknowledgment and Correction Request

Date: [Insert Date]

To,

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Subject: Acknowledgment of Taxation Mistake and Request for Correction

Dear [Tax Authority Official's Name],

I am writing to formally acknowledge an error in my recent tax submission for the fiscal year [Insert Year]. My name is [Your Full Name], and my taxpayer identification number is [Your TIN or Social Security Number].

After reviewing my tax records, I have identified the following mistake:

- [Describe the mistake in detail]

In order to rectify this issue, I kindly request that you review my case and make the necessary corrections. I have attached supporting documents to assist you in this process:

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

Thank you for your attention to this matter. I appreciate your prompt response and assistance in correcting this error. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Sincerely,

[Your Full Name]

[Your Address]

[City, State, Zip Code]