

Provisional Tax Payment Adjustment Notice

Date: [Insert Date]

To: [Taxpayer Name]

[Taxpayer Address]

Dear [Taxpayer Name],

We are writing to inform you of an adjustment made to your provisional tax payments for the tax year [Insert Tax Year]. After reviewing your account, we have determined that the provisional tax amount previously calculated needs to be revised as follows:

Previous Provisional Tax Amount:

[Insert Previous Amount]

Adjusted Provisional Tax Amount:

[Insert Adjusted Amount]

This adjustment is due to [briefly explain reason for adjustment, e.g., changes in income, deductions, or estimated tax rate]. Please ensure that the new amount is paid by the due date of [Insert Due Date] to avoid any penalties.

If you have any questions regarding this adjustment or your tax situation, please do not hesitate to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]