

Payroll Tax Refund Adjustment Request

Date: [Insert Date]

To: [Tax Authority Name]

Address: [Tax Authority Address]

Subject: Request for Payroll Tax Refund Adjustment

Dear [Tax Authority Contact Name],

I am writing to formally request an adjustment for the overpayment of payroll taxes on behalf of [Your Company Name], Employer Identification Number (EIN): [Your EIN]. After conducting a thorough review of our payroll tax submissions, we discovered that we have overpaid our payroll taxes for the period of [Insert Period].

Details of the overpayment are as follows:

- **Pay Period:** [Insert Pay Period]
- **Total Payroll Taxes Paid:** [Insert Amount Paid]
- **Correct Tax Liability:** [Insert Correct Amount]
- **Amount Overpaid:** [Insert Overpayment Amount]

We have attached supporting documentation, including copies of payroll reports and tax submissions, which verify the overpayment. We kindly request that you review this information and initiate the process for issuing a refund for the overpaid amount of [Insert Overpayment Amount].

Should you require any additional information to expedite this process, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address]. We appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email Address]