

Notification of Withholding Adjustments

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you of adjustments to your withholding as a nonresident alien. This adjustment is in accordance with federal regulations and may affect the amount withheld from your payments.

Effective [Insert Effective Date], the new withholding rate will be [Insert New Rate] as per IRS guidelines.

Please review your enclosed documentation for further details regarding the adjustment and how it may impact your tax situation. It is advisable to consult a tax professional if you have any questions.

If you need to update your withholding information or have any inquiries, please contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]