

Travel History Discrepancy Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Company/Agency Name]

[Company/Agency Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally address a discrepancy in my travel history as it relates to my tax submissions for the year [Insert Year]. Upon reviewing my records, I have identified some inconsistencies that need clarification.

According to my documentation, I traveled to [Insert Location(s)] on the following dates:

- [Travel Date 1]
- [Travel Date 2]
- [Travel Date 3]

However, [explain the discrepancy and its impact on taxes]. I believe that this might affect my tax obligations, and I want to rectify any potential issues as soon as possible.

I would appreciate your assistance in reviewing my case and providing clarification on the matter. Thank you for your attention to this issue. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any further information.

Sincerely,

[Your Name]