

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Invoice Correction for Tax Adjustments

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a correction to invoice number [Invoice Number] dated [Invoice Date], related to [Brief Description of the Service/Product].

Upon review, I have identified discrepancies concerning the tax calculations that require adjustment. The total amount listed does not accurately reflect the appropriate tax rate applicable for this transaction.

To facilitate this correction, I kindly ask you to review the attached documents and issue a corrected invoice at your earliest convenience. This will ensure that my records are accurate and compliant with tax regulations.

Thank you for your attention to this matter. If you have any questions or require further information, please do not hesitate to contact me directly.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Company Name, if applicable]