

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Tax Authority Name]
[Tax Authority Address]
[City, State, Zip Code]

Subject: Request for Income Tax Correction

Dear [Tax Authority Name/Department],

I am writing to request a correction to my income tax return for the tax year [insert year]. My name is [Your Full Name], and my taxpayer identification number is [Your TIN/Social Security Number].

Upon reviewing my filed tax return, I observed an error in [describe the specific section, e.g., income reported, deductions claimed, etc.]. The correct details are as follows:

- [Specify correct information]
- [Provide any supporting documentation, e.g., forms, receipts]

I kindly request that you rectify this information in your records. I appreciate your attention to this matter and am happy to provide any additional information needed.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]