

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

Internal Revenue Service

[IRS Address]
[City, State, ZIP Code]

Subject: Request for Adjustment of Tax Refund

Dear Sir/Madam,

I hope this letter finds you well. I am writing to formally request an adjustment regarding my tax refund for the tax year [Year]. My Social Security Number is [XXX-XX-XXXX].

After reviewing my tax return and the subsequent refund amount, I believe there has been an error in the calculation of my refund due to [brief explanation of the discrepancy, e.g., unreported income, miscalculation, etc.].

I have attached the relevant documents that support my claim, including [list any attached documents, such as W-2s, 1099s, or other relevant forms].

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Tax Identification Number] (optional)