

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for QBI Deduction Adjustment

I hope this letter finds you well. I am writing to formally request an adjustment to my Qualified Business Income (QBI) deduction for the tax year [insert year].

After reviewing my tax documents and calculations, I believe that adjustments are necessary due to [briefly explain reason, e.g., changes in income, business operations, etc.]. I would greatly appreciate your assistance in recalculating and ensuring that my QBI deduction accurately reflects my business's financial activity.

Please find attached the relevant documentation supporting my request, including [list any attached documents, e.g., tax returns, profit and loss statements, etc.].

I appreciate your attention to this matter and look forward to your prompt response. If you need any further information or clarification, do not hesitate to contact me.

Thank you for your understanding and assistance.

Sincerely,

[Your Name]  
[Your Title, if applicable]  
[Your Business Name, if applicable]