

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Subject: Withholding Tax Adjustment Request

Dear [Recipient Name],

I hope this letter finds you well. I am writing to request an adjustment regarding the withholding tax for [specify the period] due to [briefly explain the reason for the adjustment, e.g., over-withholding, changes in income, tax status, etc.].

[Detail the circumstances that led to the need for this adjustment. Include any relevant dates, amounts involved, and what steps you have already taken, if applicable.]

To facilitate this adjustment, I have included the following documents for your review:

1. [List any relevant documents, e.g., tax forms, pay stubs, correspondence]
2. [More documents if needed]

I kindly request that you review my case and make the necessary adjustments to my withholding tax records. Should you require any further information or clarification, please feel free to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]