

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

West Virginia Department of Revenue
Tax Division
P.O. Box 1668
Charleston, WV 25326

Subject: Tax Discrepancy Inquiry for [Your Tax Year]

Dear Sir/Madam,

I am writing to formally address a discrepancy I have noticed regarding my tax records for the tax year [insert year]. My name is [Your Full Name], and my Social Security Number is [XXX-XX-XXXX].

After reviewing my tax documents, I found the following discrepancies:

- [Briefly describe the first discrepancy and any relevant details]
- [Briefly describe the second discrepancy, if applicable]

I believe this may be due to [mention any reasons if applicable, such as clerical errors, incorrect information, etc.]. I kindly request your assistance in rectifying these discrepancies.

Attached are copies of the relevant documentation for your review, including [list any attached documents, e.g., tax returns, W-2 forms, correspondence, etc.].

Please let me know if you require any further information or documentation to assist with this matter. I appreciate your prompt attention to this issue and look forward to your timely response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Typed Name]