

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

[Date]  
[West Virginia State Tax Department]  
[Address]  
[City, State, Zip Code]

Subject: Notification of Changes to State Tax Return

Dear [Recipient's Name or "To Whom It May Concern"],

I am writing to inform you of changes made to my West Virginia state tax return for the year [Year].

Taxpayer Information:

- Full Name: [Your Full Name]
- Social Security Number: [XXX-XX-XXXX]
- Tax Year: [Year]
- Filing Status: [Single/Married Filing Jointly/Married Filing Separately/Head of Household]

Details of Changes:

1. [Change Description: e.g., Updated income amount, additional deductions, etc.]

- Previous Amount: [\$XXX]
- New Amount: [\$XXX]

2. [Change Description: e.g., Corrected credits or exemptions]

- Previous Detail: [Exemption/Credit Name]
- New Detail: [Exemption/Credit Name]

Attached are copies of the relevant documentation supporting these changes.

Please update your records accordingly and confirm receipt of this notification. Should you require any further information or clarification, do not hesitate to contact me at the above-mentioned phone number or email address.

Thank you for your attention to this matter.

Sincerely,

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