

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

[Recipient's Name]
[West Virginia Department of Revenue]
[Office Address]
[City, State, ZIP Code]

Subject: Tax Adjustment Request for [Tax Year/Period]

Dear [Recipient's Name or "Tax Department"],

I am writing to formally request a review and adjustment of my tax filings for the year [Year] due to [brief explanation of reason, e.g., error in reported income, miscalculation, missing deductions, etc.].

Details of my request are as follows:

- **Taxpayer Name:** [Your Full Name]
- **SSN/Tax ID:** [Your Social Security Number or Tax Identification Number]
- **Filing Status:** [Your Filing Status, e.g., Single, Married Filing Jointly]
- **Original Amount Due:** \$[Amount]
- **Adjusted Amount Desired:** \$[New Amount]
- **Reason for Adjustment:** [Detailed explanation of the situation or error]

Enclosed are the supporting documents that verify my claims, including [list any attached documents such as W-2s, 1099s, receipts, etc.].

I appreciate your time and consideration in addressing this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need any additional information.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]