[Name of Recipient]

[Address of Recipient]

Date:

**Subject: [Write in bold letters. It must explain the purpose of the letter]**

Dear Mr. / Mrs. [Name of the Recipient],

I am writing this letter to inform you about an error in my tax assessment for the year 2021. Yesterday, I received a notice that I have miscalculated the deductions of employees. I would like to inform you that I have six employees working for me, not 16. So I believe I have calculated and paid the correct amount of tax.

I hereby request you to please update and remove this error from my tax records. Feel free to contact me anytime during business hours for any details or queries.

Thanks a lot!

Yours Truly,

[Sender Name]

[Sender Signature]

[Sender Contact Details]