

# Tax Refund Adjustment Request

Date: \_\_\_\_\_

To: \_\_\_\_\_

Department: \_\_\_\_\_

From: \_\_\_\_\_

Taxpayer Name: \_\_\_\_\_

Taxpayer ID / PAN: \_\_\_\_\_

Assessment Year: \_\_\_\_\_

## Subject: Tax Refund Adjustment Request

[Briefly state the purpose of the letter: e.g., Request for adjustment of refund for Assessment Year XXXX due to...]

## Details of Refund / Adjustment

Original Refund Amount: \_\_\_\_\_

Refund Received (if any): \_\_\_\_\_

Adjustment Requested: \_\_\_\_\_

Reason for Adjustment: \_\_\_\_\_

## Supporting Documents Attached

[List the attached documents: e.g., Copy of ITR, TDS Certificates, Refund Intimation, etc.]

## Declaration

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Contact Details: \_\_\_\_\_

## Important Notes:

- Ensure all relevant supporting documents are attached with your request.
- Clearly state the reason and calculation for the adjustment requested.
- Keep a copy of the submitted request and acknowledgment for your records.
- Incorrect or incomplete information may cause delays in refund processing.
- Follow up with the concerned tax authority if acknowledgment is not received within the stipulated time.

