

Sample Letter for Rectifying Tax Calculation Error in Bill

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

[Billing Department's Name or Vendor's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Subject: Request for Rectification of Tax Calculation Error in Invoice

Dear [Recipient's Name],

I am writing to bring to your attention an error identified in the tax calculation on the bill/invoice numbered **[Invoice Number]**, dated **[Invoice Date]**, for the amount of **[Total Amount]**.

Upon reviewing the invoice, I noticed that the tax amount appears to have been miscalculated. As per my calculation, the applicable tax rate should be **[Applicable Tax Rate]**, but the invoice reflects a tax charge of **[Charged Tax Amount]** instead of the correct amount, which should be **[Correct Tax Amount]**. I have attached my calculations and supporting documentation for your reference.

I kindly request that you review the details and issue a revised invoice reflecting the correct tax amount. Please let me know if you require any further information or clarification regarding this matter.

Thank you for your prompt attention to this issue. I appreciate your cooperation in ensuring accurate and compliant billing procedures.

Sincerely,
[Your Name]