

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

[Date]

[Tax Authority/Agency Name]
[Department or Division]
[Agency Address Line 1]
[City, State ZIP Code]

Re: Tax Appeal for [Tax Year/Form/Case Number]

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

I am writing to formally appeal the decision regarding my tax assessment for the above-mentioned tax year/form. I received notification on [date of notice], and after reviewing the details, I believe there are grounds to reconsider the assessment.

The main points of my appeal are as follows:

- [Clearly state the first reason for appeal, e.g., incorrect calculation, missing documentation, etc.]
- [Provide any additional points or supporting evidence.]

I have enclosed supporting documentation, including [list supporting documents], to substantiate my claims. I respectfully request a review and correction of my tax assessment as appropriate.

Please let me know if further information or clarification is required. I look forward to your response and a fair resolution to this matter.

Sincerely,

[Your Name]
[Your Taxpayer Identification Number, if required]

Important Notes:

- Ensure all information provided is accurate and honest.
- Attach copies (not originals) of all relevant supporting documents.
- File the appeal within the deadline specified by the tax authority.
- Keep a copy of the letter and all enclosures for your records.
- Follow up with the tax authority if you do not receive acknowledgment or a response.