

Tax Appeal Letter

Your Name: [Your Full Name]

Address: [Your Address Line 1]

[Your Address Line 2]

Email: [Your Email Address]

Phone: [Your Phone Number]

Date: [MM/DD/YYYY]

To:

[Recipient Name or Title]

[Tax Authority Name]

[Authority Address Line 1]

[Authority Address Line 2]

Subject: Appeal Against Tax Assessment Notice #[Notice Number]

Opening Statement

Dear [Recipient Name or Title],

I am writing to formally appeal the tax assessment notice referenced above, issued on [Assessment Date]. I believe the assessment to be incorrect and wish to provide an explanation and supporting information for your review.

Background

Please find below the relevant background information regarding my tax filing and the events leading up to the assessment. [Briefly summarize circumstances, original filing details, and assessment received.]

Reason for Appeal

After a careful review of the assessment, I believe the following errors or misunderstandings may have occurred:

- [Describe specific disagreement #1 with the assessment]
- [Describe specific disagreement #2, if any]

Attached are copies of relevant documentation supporting my position.

Supporting Documents

- [Document Name 1]
- [Document Name 2]
- [Any additional supporting items]

Requested Outcome

I respectfully request a review and revision of the assessment in light of the information provided. I am available to provide further clarification or attend a hearing if necessary.

Closing

Thank you for your attention to this matter. Please feel free to contact me for any additional information.

Sincerely,
[Your Name]

Important Notes:

- Always include accurate personal and assessment details.
- Attach clear and relevant documents as evidence.
- State your appeal reasons concisely and factually.
- Double-check submission deadlines with the relevant tax authority.
- Maintain a copy of all correspondence for your records.