

Letter of Dispute Regarding Tax Liability

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Internal Revenue Service
Address of IRS Office
City, State, Zip Code

Subject: Dispute of Tax Liability - [Your Social Security Number]

Dear Sir/Madam,

I am writing to formally dispute the tax liability assessed against me for the tax year [year]. I have received a notice, [notice number], indicating that I owe the IRS a total of [amount] due to [brief explanation of the reason stated by the IRS].

After reviewing my financial records and supporting documentation, I believe that the assessment is incorrect due to the following reasons:

- Reason 1: [Insert brief explanation]
- Reason 2: [Insert brief explanation]
- Reason 3: [Insert brief explanation]

I have attached copies of relevant documentation to support my dispute, including [list of documents, e.g., tax returns, W-2s, 1099s, etc.].

I kindly request that you review my case and adjust my tax liability accordingly. I am willing to provide any additional information needed to resolve this matter promptly.

Thank you for your attention to this important issue. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]