

Tax Liability Review Request

Date: [Insert Date]

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Subject: Request for Review of Tax Liability

Dear [Tax Authority Contact Name],

We hope this letter finds you well. We are writing to formally request a review of our company's tax liability for the fiscal year [insert year]. We believe there are discrepancies in the reported figures that warrant further examination.

Our company, [Company Name], registered under [Tax Identification Number], has maintained compliance with tax regulations. However, due to [briefly explain the reason, e.g., changes in accounting practices, misunderstanding of current tax laws, etc.], we believe our tax liability may not accurately reflect our financial position.

We kindly ask for your assistance in reviewing our tax filings and any related documentation. We are prepared to provide further information or documentation as needed and look forward to resolving this matter efficiently.

Thank you for your attention to this request. Please feel free to contact me directly at [Your Contact Information] should you have any questions or require additional details.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Company Name]