

# Letter of Appeal

Date: [Insert Date]

[Your Name]

[Your Business Name]

[Your Business Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to formally appeal the decision regarding the denial of the small business tax exemption for [Your Business Name]. The exemption was denied based on [briefly state the reason for denial].

We believe that this decision was made in error due to [explain your reasoning and provide any relevant details or supporting evidence]. As a small business, we strive to [briefly describe your business mission and how the exemption would aid your operations].

We kindly request a review of our application and the attached documentation that supports our eligibility for the tax exemption. It is crucial for our business to receive this exemption to continue providing [mention any services or jobs you provide].

Thank you for considering our appeal. I am available at your earliest convenience for any further information or discussion.

Sincerely,

[Your Name]

[Your Position]

[Your Business Name]