

# Tax Assessment Appeal

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

[Date]

[Tax Authority Name]  
[Tax Authority Address]  
[City, State, Zip Code]

## **Subject: Appeal of Tax Assessment Audit Findings**

Dear [Tax Officer's Name],

I am writing to formally appeal the findings of the recent tax assessment audit conducted on [Your Business Name/Your Name] for the tax year [Tax Year] as communicated in your letter dated [Date of Audit Findings].

After reviewing the audit report, I believe that the assessment includes inaccuracies that resulted in an undue tax liability. Specifically, I would like to contest the following points:

- Point 1: [Brief description of disputed finding]
- Point 2: [Brief description of disputed finding]
- Point 3: [Brief description of disputed finding]

In support of my appeal, I have enclosed the necessary documentation, including [list of documents, e.g., financial records, relevant correspondence]. I kindly request a reconsideration of the assessment based on this information.

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

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]  
[Your Business Name, if applicable]