

# Tax Assessment Appeal

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To Whom It May Concern,

Subject: Appeal for Business Tax Assessment Adjustment

I am writing to formally appeal the recent business tax assessment issued for [Your Company Name] for the fiscal year [Year]. Our tax identification number is [Tax ID Number]. We believe that the assessment is inaccurate due to [briefly state reasons for appeal].

Specifically, we would like to contest the assessment based on the following grounds:

1. [Reason 1]
2. [Reason 2]
3. [Additional Reasons if applicable]

We have attached supporting documents including [list of documents attached], which provide evidence for our claim. We respectfully request that you review this appeal and consider making the necessary adjustments to our tax assessment.

Thank you for your attention to this matter. We look forward to your prompt response. Should you require any further information or clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]