

# Tax Assessment Appeal Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Tax Appeals Office

[Tax Agency Name]

[Agency Address]

[City, State, Zip Code]

## **Subject: Appeal of Income Tax Assessment for [Tax Year]**

Dear [Appeals Officer/Tax Department],

I am writing to formally appeal the income tax assessment issued to me for the tax year [insert year], with reference number [insert reference number]. I believe that the assessment does not accurately reflect my income and tax liabilities.

Upon reviewing my tax documents and the assessment, I have found discrepancies related to [briefly explain the discrepancies, e.g., claimed deductions, reported income]. The assessment totaled [insert amount], whereas based on my calculations, my tax liability should be [insert correct amount].

Attached are copies of relevant documents, including [list any supporting documents such as previous tax returns, W-2 forms, additional income statements]. I respectfully request a reevaluation of my case and an adjustment to my assessment based on the provided information.

Thank you for your attention to this matter. I look forward to your prompt response. Please feel free to contact me if you require any further details or clarification.

Sincerely,

[Your Name]