

Formal Request for Tax Assessment Clarity

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Tax Authority's Name]

[Tax Authority's Address]

[City, State, Zip Code]

Dear [Tax Authority's Name or Department],

I am writing to formally request clarification regarding my recent tax assessment for the year [insert tax year]. My tax identification number is [insert TIN or SSN], and the assessment reference number is [insert reference number].

Upon reviewing the assessment details, I have noticed [briefly describe the specific issue or point of confusion you have]. I would appreciate it if you could provide further explanation and any relevant documentation to assist me in understanding this matter more clearly.

Thank you for your attention to this matter. I look forward to your prompt response so that I can adequately address any issues related to my tax assessment.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]