

# Letter Template for Appeal for Tax Mediation Conference

[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 for Tax Mediation Conference**

Dear [Tax Authority Contact Name or "To Whom It May Concern"],

I am writing to formally request a mediation conference regarding my tax situation for the year [Year]. After reviewing [the assessment/notice] issued on [Date], I believe there are grounds for reconsideration based on the following reasons:

- [Reason 1]
- [Reason 2]
- [Reason 3]

I respectfully request to meet with a representative during a mediation conference to discuss and hopefully resolve these issues amicably. I am available on the following dates and times:

- [Date and Time 1]
- [Date and Time 2]
- [Date and Time 3]

Thank you for your attention to this matter. I look forward to your prompt response to schedule a mediation conference.

Sincerely,

[Your Signature if mailing]

[Your Printed Name]