

# Tax Audit Appeal Notification

To: [Recipient's Name]

[Recipient's Title]

[Tax Authority Name]

[Tax Authority Address]

[Date]

Subject: Appeal Notification Regarding Tax Audit Findings

Dear [Recipient's Name],

We are writing to formally notify you of our appeal against the findings from the recent tax audit conducted on our accounts for the fiscal year [Year]. The audit was completed on [Audit Completion Date], and we received the audit report on [Report Date].

After careful review, we believe there are discrepancies in the determination of our taxable income as well as in the assessment of our deductions, which we would like to address. We respectfully request a reconsideration of these findings based on the following grounds:

- [Ground 1: Description of the discrepancy]
- [Ground 2: Description of the discrepancy]
- [Ground 3: Description of the discrepancy]

To facilitate this process, we have compiled and attached relevant documentation that supports our position. We kindly ask for a meeting at your earliest convenience to discuss this appeal in more detail.

We appreciate your attention to this matter and look forward to your response.

Sincerely,

[Your Name]

[Your Title]

[Your Business Name]

[Your Contact Information]