

Tax Audit Appeal Notification

Date: [Insert Date]

To,

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Dear [Tax Authority Official's Name],

I am writing to formally appeal the findings of the recent tax audit conducted on my freelance business, [Your Business Name], with taxpayer identification number [Your TIN]. I received the audit report dated [Insert Date of Audit Report], and I respectfully disagree with the conclusions drawn.

Specifically, my concerns are as follows:

- [Briefly explain the first point of disagreement]
- [Briefly explain the second point of disagreement]
- [Briefly explain the third point of disagreement]

Based on the supporting documentation I will provide, I believe that a re-evaluation of my tax returns for the years [Insert Years] is warranted. I kindly request a meeting to discuss this matter further and hope to resolve it amicably.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]