

# **Tax Audit Appeal Notification**

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization/Agency Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally notify you of our intention to appeal the findings of the recent tax audit conducted for [Organization Name] for the fiscal year ending [Fiscal Year End Date].

We believe that several aspects of the audit findings warrant reconsideration and we are prepared to provide additional documentation and context to support our position.

Kindly confirm the receipt of this notification and direct us on how to proceed with the appeal process. We appreciate your attention to this matter and look forward to your prompt response.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]