

# Tax Audit Appeal Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

To: [Tax Authority Name]

[Tax Authority Address]

[City, State, ZIP Code]

Subject: Appeal of Tax Audit Results for [Tax Year]

Dear [Tax Authority Official's Name],

I am writing to formally appeal the results of the tax audit conducted on my business for the tax year [Insert Tax Year]. The findings, communicated to me on [Insert Date of Findings], suggest discrepancies that I believe warrant further review.

As a self-employed individual, I take my tax obligations seriously and have made every reasonable effort to maintain accurate and truthful records of my income and expenses. I respectfully request a reconsideration of the audit findings based on the following grounds:

- [Describe the first ground for appeal]
- [Describe the second ground for appeal]
- [Include any additional relevant points]

I have attached copies of relevant documents that support my position, including [list any documents you are attaching]. I believe that upon review, the findings of the audit will be shown to be unsubstantiated.

Thank you for considering my appeal. I look forward to your response and hope for a resolution that accurately reflects my tax obligations.

Sincerely,

[Your Name]

[Your Business Name]