

Tax Audit Appeal Notification

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Business Name]
[Your Business Address]
[City, State, Zip Code]

[Tax Authority Name]
[Tax Authority Address]
[City, State, Zip Code]

Subject: Appeal of Tax Audit Findings

Dear [Tax Authority Contact Name],

I am writing to formally notify you of our intention to appeal the findings of the tax audit conducted on [insert audit date] for [Your Business Name]. We have thoroughly reviewed the audit findings and believe that certain aspects require reconsideration.

Our reasons for the appeal are as follows:

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

We are committed to providing any additional information or documentation required for this appeal process. We believe that a fair review will lead to a resolution beneficial for both parties.

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

Sincerely,

[Your Name]
[Your Position]
[Your Business Name]
[Your Contact Information]