

Tax Dispute Resolution Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Tax Authority's Name]

[Tax Authority's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notification of Tax Dispute Resolution

I am writing to formally notify you of my intention to resolve the tax dispute regarding [specific issue or tax year]. After reviewing the correspondence and documentation provided, I believe that there are discrepancies that need to be addressed.

Details of the dispute are as follows:

- Tax year: [Year]
- Assessment notice number: [Number]
- Summary of the disputed amount: [Amount]
- Reason for dispute: [Brief description]

I would appreciate the opportunity to discuss this matter further. Please find attached all relevant documentation that supports my position.

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

Sincerely,

[Your Name]