

Tax Dispute Resolution Notification

Date: [Insert Date]

From: [Your Name]
[Your Title]
[Your Company/Organization Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

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

Subject: Notification of Tax Dispute Resolution - Sales Tax Issues

Dear [Tax Authority Contact Name],

This letter serves as a formal notification regarding the pending dispute related to our sales tax filings for the period of [Specify Time Period]. After conducting a thorough review of our accounts and the corresponding tax assessments, we have identified discrepancies that we believe warrant further discussion and resolution.

Specifically, we would like to address the following issues:

- [Briefly describe the first issue]
- [Briefly describe the second issue]
- [Briefly describe any additional issues]

We request a meeting at your earliest convenience to discuss these matters and seek an equitable resolution. Please let us know your available dates, and we will do our best to accommodate.

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

Sincerely,

[Your Name]
[Your Title]
[Your Company/Organization Name]