

Request for Review of Business Expense Tax Deductions

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a review of the business expense tax deductions that were submitted for the fiscal year [Insert Year].

Upon reviewing our financial records, I believe certain expenses may warrant reconsideration or further clarification to ensure full compliance with tax regulations and to maximize our eligible deductions.

Specifically, I would like to request a reevaluation of the following expenses:

- [Expense 1 - Description and Amount]
- [Expense 2 - Description and Amount]
- [Expense 3 - Description and Amount]

I appreciate your attention to this matter and look forward to your prompt response. Should you require any further information or documentation, please do not hesitate to reach out.

Thank you for your assistance.

Sincerely,
[Your Name]
[Your Position]