

# Request for Capital Gains Tax Reduction

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

[Date]

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

Dear [Tax Authority's Name],

I am writing to formally appeal the capital gains tax assessment for the year [insert year], as stated in Notice Number [insert notice number]. I believe that the assessment does not accurately reflect my situation and would like to request a reduction based on the following grounds:

1. [Ground for appeal #1 with explanation]
2. [Ground for appeal #2 with explanation]
3. [Additional grounds if necessary]

Attached are all relevant documents to support my appeal, including [list of attachments, e.g., financial statements, purchase and sale agreements, etc.]. I kindly request a review of my case, and I am hopeful for a reconsideration of the assessed tax amount.

Thank you for your time and consideration. I look forward to your prompt response regarding my appeal.

Sincerely,  
[Your Name]