

Corporate Tax Refund Appeal

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Subject: Appeal for Additional Documentation Regarding Tax Refund Claim

Dear [Tax Authority Contact],

I am writing on behalf of [Your Company Name] to formally appeal the request for additional documentation concerning our corporate tax refund claim filed on [Date of Original Claim]. We appreciate the attention that your office has given to our claim and are committed to providing all necessary information to expedite the review process.

As per your correspondence dated [Date of Correspondence], we understand that there are additional documents required to substantiate our claims. We are currently in the process of compiling the requested materials, which include:

- [Document 1]
- [Document 2]
- [Document 3]

We anticipate being able to submit these documents by [Expected Submission Date]. If there are any further specifications or particular documents you require, please do not hesitate to inform us. We are eager to work collaboratively to resolve this matter promptly.

Thank you for your attention to this issue. We look forward to your response and to providing the necessary documentation for our tax refund appeal.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]