

Corporate Tax Refund Appeal

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Subject: Appeal for Corporate Tax Refund - Late Submission

Dear [Tax Authority's Contact Name],

I hope this message finds you well. I am writing to formally appeal for a corporate tax refund concerning our tax submission for the year [Tax Year], which was submitted late due to [brief explanation of the reason for the late submission, e.g., unforeseen circumstances, incorrect documentation, etc.].

We have always been committed to fulfilling our tax obligations in a timely manner. However, due to [detailed explanation, if necessary], we were unable to submit our tax return on the required date. We respectfully request your understanding regarding this matter.

Attached to this letter, you will find all required documentation, including our tax return forms, evidence supporting our situation, and any other relevant information that may assist in processing our appeal.

We would greatly appreciate your consideration of our appeal and look forward to your prompt response. If you require any additional information or clarification, please do not hesitate to contact me directly at [Phone Number] or [Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]