

Letter of Acknowledgment of Tax Assessment Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Dear [Tax Authority/Officer's Name],

I am writing to acknowledge receipt of your tax assessment notice dated [Insert Date of Notice]. I appreciate your communication regarding my tax obligations for the fiscal year [Insert Year].

Upon reviewing the details, I have noted the assessed amount of [Insert Amount] and the basis for this assessment. If there are any discrepancies or if additional information is required, please do not hesitate to contact me at your earliest convenience.

Thank you for your attention to this matter. I look forward to resolving any outstanding issues efficiently.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]