

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

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

Subject: Compliance Response to Tax Assessment - [Your Tax ID or Reference Number]

Dear [Tax Authority's Contact Name],

We are writing in response to the tax assessment notice dated [Date of Assessment Notice] regarding our tax obligations for the year [Tax Year]. We acknowledge the receipt of your correspondence and would like to address the points raised in the assessment.

After careful review of our records and the details provided in your notice, we confirm our compliance with all applicable tax regulations. [Here, provide a brief explanation or clarification regarding the specific items mentioned in the assessment, along with any supporting documentation, if applicable.]

We appreciate your attention to this matter and are committed to resolving any discrepancies promptly. Should you require any further information or clarification, please do not hesitate to contact us at your earliest convenience.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]  
[Your Position, if applicable]  
[Your Company Name, if applicable]