

Follow-Up on 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 Contact Person],

I hope this message finds you well. I am writing to follow up on the tax assessment notice I received on [insert date of notice], regarding my account [insert account number or relevant details]. I would like to request any updates or further information related to this assessment.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]