

# Formal Response to Tax Assessment Notice

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Response to Tax Assessment Notice #[Insert Assessment Number]

I hope this letter finds you well. I am writing in response to the tax assessment notice dated [Insert Date of Notice] regarding my tax return for the year [Insert Tax Year].

After thoroughly reviewing the details outlined in the notice, I would like to address the following points:

1. [State your first concern or discrepancy with the assessment]
2. [State your second concern or discrepancy with the assessment]
3. [Continue with any additional concerns or clarifications]

In light of the above points, I kindly request a reevaluation of my tax assessment. I have attached relevant documentation to support my claims.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]