

Request for Reconsideration of Tax Assessment

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Tax Authority Name]

[Tax Authority Address]

[City, State, ZIP Code]

Subject: Request for Reconsideration of Tax Assessment

Dear [Tax Authority Official's Name],

I am writing to formally request a reconsideration of my tax assessment for the year [Tax Year]. My tax identification number is [Your Tax ID Number], and I received your assessment notice dated [Date of Assessment Notice].

Upon reviewing the assessment, I believe there may have been errors with [briefly describe the errors or discrepancies]. I have attached [list any supporting documents] to support my request for reconsideration.

I respectfully ask that you review my case and reassess my tax obligations accordingly. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your time and consideration.

Sincerely,

[Your Name]