

Tax Audit Appeal Letter

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

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

Subject: Appeal Against Tax Audit Findings - **Your Tax Identification Number**

Dear [Tax Authority Representative's Name],

I am writing to formally appeal the findings of the tax audit conducted for the tax year [insert year]. I appreciate the effort put forth by the audit team; however, I believe that certain discrepancies need to be addressed.

In the audit report dated [insert date of report], it was concluded that [briefly summarize the findings you are disputing]. I respectfully disagree with this conclusion due to the following reasons:

1. [Reason 1: Provide a detailed explanation]
2. [Reason 2: Provide a detailed explanation]
3. [Reason 3: Provide a detailed explanation]

To support my appeal, I have attached the following documentation:

- [Document 1: Description]
- [Document 2: Description]
- [Document 3: Description]

I kindly request a review of my case and a reconsideration of the findings. I am available for a meeting to discuss this matter further and provide additional information if necessary.

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

Sincerely,

Your Name
Your Signature (if sending a hard copy)