

# Letter Template for Tax Return Assessment Verification Inquiry

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Tax Office Name]

[Tax Office Address]

[City, State, Zip Code]

Dear [Tax Officer's Name],

Subject: Inquiry Regarding Tax Return Assessment Verification

I hope this message finds you well. I am writing to formally request verification of my recent tax return assessment for the tax year [Year]. My details are as follows:

- Taxpayer Name: [Your Name]
- Tax Identification Number: [Your TIN/SSN]
- Assessment Reference Number: [Reference Number]

I noticed some discrepancies in the assessment notice I received on [Date of Assessment Notice] and would appreciate your assistance in clarifying these matters. Specifically, I would like to understand [briefly describe the issues or questions you have].

Please let me know if you require any further information or documentation to assist with this inquiry. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]