

Tax Assessment Adjustment Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Subject: Request for Tax Assessment Adjustment - [Your Tax Identification Number]

Dear [Tax Authority Official's Name],

I hope this letter finds you well. I am writing to formally request an adjustment to my tax assessment for the year [Insert Year]. After reviewing my assessment, I believe there may have been an oversight that has led to an incorrect evaluation of my taxable income/property.

Specifically, I would like to draw your attention to [briefly explain the reason for the adjustment, e.g., discrepancies, exemptions, etc.]. Enclosed are the relevant documents supporting my claim for the adjustment.

I kindly request that you review my case and consider adjusting my tax assessment accordingly. I appreciate your assistance in this matter.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Contact Information]