

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Tax Authority's Name]

[Tax Authority's Address]

[City, State, Zip Code]

## **Subject: Request for Clarification on Tax Assessment**

Dear [Tax Authority's Name],

I hope this message finds you well. I am writing to request clarification regarding the recent tax assessment conducted on my account, reference number [Reference Number]. I have reviewed the assessment details and have some concerns that I would like to address.

Specifically, I would like to understand the following:

- [Insert specific concern or question #1]
- [Insert specific concern or question #2]
- [Insert specific concern or question #3]

I would appreciate your assistance in providing clarification on these points. Please let me know if you require any additional information from my side to facilitate this request.

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

Sincerely,

[Your Name]

[Your Contact Number]