

Tax Assessment Correction Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To Whom It May Concern,

I am writing to formally request a correction to my tax assessment for the tax year [insert tax year]. My tax identification number is [insert tax ID].

Upon review of my tax assessment, I have noticed discrepancies regarding [describe the specific issue, e.g., property value, exemptions, etc.]. I believe this assessment does not accurately reflect [explain why you believe there is an error, provide any relevant details or attachments].

Please find attached supporting documents that substantiate my claim, including [list any attached documents, e.g., previous assessments, receipts, appraisals, etc.].

I kindly request a thorough review of my assessment and an appropriate adjustment. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]