

Tax Assessment Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Dear [Tax Authority Contact/Department],

I am writing to inquire about the recent tax assessment conducted on my account, [Your Tax Identification Number or Social Security Number]. I have reviewed the assessment dated [Date of Assessment] and have some questions regarding the calculation and the basis of the evaluation.

Specifically, I would like to request clarification on the following points:

- [Point of Inquiry 1]
- [Point of Inquiry 2]
- [Point of Inquiry 3]

I would appreciate it if you could provide me with detailed information regarding these matters at your earliest convenience. Should you require any additional documentation or information from my end, please feel free to reach out.

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

Sincerely,

[Your Name]