

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name
Recipient's Title
Tax Agency Name
Agency Address
City, State, Zip Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous correspondence regarding the tax dispute resolution process for [Description of Dispute]. I would like to inquire about any updates or necessary actions needed from my side to expedite the resolution.

As outlined in our earlier communication, the reference number for this dispute is [Reference Number]. I am eager to resolve this matter amicably and am prepared to provide any further information required.

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

Sincerely,
[Your Name]