

# Formal Tax Dispute Resolution Request

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]

## **Subject: Request for Tax Dispute Resolution**

Dear [Tax Authority Name or Contact Person],

I am writing to formally request a resolution for a tax dispute regarding [briefly describe the issue, e.g., an incorrect tax assessment for tax year XXXX]. My taxpayer identification number is [Your Tax ID Number].

Upon receiving your notice dated [insert date of notice], I have reviewed the details and believe that [explain your reasoning briefly]. I have attached supporting documents that provide further clarity and evidence for my position.

I kindly request that you review the attached information and consider my request for a re-evaluation of the assessed tax amount. I am hopeful for a fair resolution to this matter.

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

Sincerely,

[Your Name]

[Your Title/Position, if applicable]

Attachments: [List any attached documents]