

Letter Regarding Tax Assessment Dispute

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]

[Date]

[Tax Authority Name]
[Tax Authority Address]
[City, State, ZIP Code]

Dear [Tax Authority Contact/Department],

I hope this message finds you well. I am writing to formally dispute the recent tax assessment issued under my name, reference number [Assessment Number], dated [Assessment Date]. I believe there are discrepancies in the assessment that warrant further review.

Upon reviewing the assessment, I noticed [briefly explain the reasons for your dispute such as incorrect valuation, missing deductions, etc.]. I have attached relevant documentation to support my case.

I kindly request that you review this matter and provide clarification regarding the basis of the assessment. I would appreciate any insights or steps I should follow moving forward.

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

Sincerely,
[Your Name]