

Letter of Appeal

Date: [Insert Date]

To: [Tax Authority Name]
[Tax Authority Address]
[City, State, Zip Code]

Subject: Appeal Against Tax Audit Findings for [Tax Year/Period]

Dear [Tax Authority Contact's Name],

I am writing to formally appeal the findings of the tax audit conducted for my account (Taxpayer ID: [Your Tax ID]) for the tax year [Tax Year]. I respectfully request a review of the audit findings communicated to me on [Date of Audit Findings Notification].

After thoroughly reviewing the documentation and findings, I believe there are discrepancies regarding [specify particular issues, e.g., income reporting, deductions, etc.]. My records indicate that [briefly explain reasons for appeal and attach supporting documents where necessary].

In light of the above, I kindly request the following:

- A reconsideration of the audit findings;
- A meeting to discuss this matter further;
- Any additional information or clarification you may require from my end.

I appreciate your attention to this matter and look forward to your prompt response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to discuss this further.

Thank you for your time and consideration.

Sincerely,

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