

Subject: Appeal for Denied Research and Development Tax Credit Claim

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

[Tax Authority/Agency Name]
[Tax Authority Address]
[City, State, Zip Code]

Dear [Recipient's Name or Tax Authority],

I am writing to formally appeal the denial of our claim for the Research and Development (R&D) Tax Credit for the tax year [Year]. Our claim was submitted on [Submission Date] and was denied on [Denial Date], under the reference number [Reference Number].

We believe this decision warrants reconsideration due to [briefly state the reasons for the appeal and any supporting evidence, e.g., "the activities undertaken during the project meet the criteria for R&D as outlined in the applicable guidelines"].

Enclosed are documents and evidence supporting our position, including [list documents, e.g., project reports, financial records, etc.]. We hope this additional information will aid in a thorough review of our case.

We appreciate your attention to this matter and look forward to your prompt response. Thank you for considering our appeal.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]