

Appeal Request for Additional Tax Records

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Dear [Tax Authority Contact Name],

I am writing to formally request additional records pertaining to my tax filings for the year [Tax Year] under my taxpayer identification number [Your TIN/SSN].

Despite my efforts to resolve discrepancies in my accounts, I find myself in need of further documentation to complete my appeal.

Specifically, I am requesting:

- Copies of [specific records needed]
- Any related correspondence
- Information on [specific inquiries]

I appreciate your attention to this matter and look forward to your prompt response. Should you have any questions, please feel free to contact me at [Your Phone Number].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]