

Supplemental Tax Clarification

John Doe

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City, State, ZIP Code

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Date: October 10, 2023

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to seek clarification regarding the supplemental tax assessment that was recently issued to me. The document dated [Insert Date] outlines charges that I believe may contain discrepancies.

Specifically, I would like to discuss [briefly describe the issue you wish to clarify, such as "the valuation of the property listed" or "the additional charges applied"]. I believe that reviewing this matter could provide clarity and potentially resolve my concerns.

If possible, I would appreciate receiving any documentation that supports the assessment, as well as guidance on how I might appeal or contest any charges that appear unjustified.

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

Sincerely,

John Doe