

Mediation Request for Tax Dispute

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Tax Authority Name]

[Office Address]

[City, State, ZIP Code]

Subject: Request for Mediation Concerning Tax Dispute

Dear [Tax Authority Contact Name],

I am writing to formally request mediation regarding a tax dispute I have with [Tax Authority Name]. The matter involves [briefly describe the nature of the dispute, e.g., discrepancies in tax assessments, penalties, etc.]. The tax reference number for this case is [Insert Tax Reference Number].

I believe that mediation could help in resolving this issue amicably and without the need for lengthy litigation. I am committed to reaching a fair and equitable resolution and believe that a mediated session could facilitate this process.

Please let me know your availability for a mediation session, and I am hopeful we can address this matter promptly. I appreciate your attention to this request and look forward to your response.

Thank you for considering my request.

Sincerely,

[Your Name]