

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Department/Office Name]

[Organization Name]

[Organization Address]

[City, State, ZIP Code]

Subject: Request for Tax Dispute Negotiation

Dear [Recipient's Name],

I am writing to formally request a negotiation regarding the tax dispute related to [briefly describe the nature of the tax dispute, e.g., "my recent tax assessment for the year 2022"]. I believe there may be discrepancies that warrant further discussion.

In light of the information available to me, I respectfully seek the opportunity to negotiate this matter in order to reach an amicable resolution. I am hopeful that we can discuss the relevant details and come to a mutually agreeable outcome.

Please let me know a convenient time for us to meet or speak over the phone. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your consideration.

Sincerely,

[Your Name]