

Incorrect Tax Assessment Clarification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Subject: Clarification of Incorrect Tax Assessment - [Tax Year]

Dear [Tax Authority Contact Name],

I am writing to formally address an issue regarding my recent tax assessment for the year [Insert Tax Year]. My tax identification number is [Insert Tax ID Number]. Upon reviewing the assessment document dated [Insert Date of Assessment], I believe there is an error that requires clarification.

Specifically, [describe the specific inaccuracies or discrepancies in the assessment]. I have included supporting documents, such as [list any enclosed documents], which validate my claims and provide evidence of my correct financial information.

I kindly request that you review my case and make the necessary adjustments to rectify this situation. If additional information is needed, please feel free to contact me at [Your Phone Number] or [Your Email].

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

Sincerely,

[Your Name]