

Tax Adjustment Request for Review

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Dear [Tax Authority Contact/Title],

I am writing to formally request a review of my tax adjustment for the tax year [Insert Year]. After receiving the adjustment notice dated [Insert Notice Date], I believe there are discrepancies that warrant further investigation.

Specifically, I believe the following items need to be reviewed:

- [Detail specific issue 1]
- [Detail specific issue 2]
- [Detail specific issue 3]

Attached are copies of the relevant documentation supporting my request, including [list of documents, e.g., receipts, previous tax returns, correspondence].

Please let me know if further information or documentation is needed. I appreciate your attention to this matter and look forward to your timely response.

Sincerely,

[Your Name]