

# Letter of Appeal

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally appeal for the submission of the required tax forms that are crucial for our records and compliance requirements.

As per our previous communication, we understand that there has been some confusion regarding the required documents. We believe that timely submission of these forms will not only ensure compliance but also streamline our joint processes moving forward.

Please let us know if there is any additional information or assistance you require from our side to expedite this process. We appreciate your attention to this matter and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]