

# Tax Audit Documentation Appeal

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Tax Authority Name]

[Tax Authority Address]

[City, State, ZIP Code]

## **Subject: Appeal for Tax Audit Documentation**

Dear [Tax Authority Contact Name],

I am writing to formally appeal the findings of the recent tax audit conducted on my account for the tax year [Year]. The audit report dated [Report Date] indicates discrepancies related to [specific issues identified in the audit].

Upon reviewing the documentation provided, I believe there are [details or reasons supporting your appeal]. I respectfully request a reconsideration of the audit findings based on the following grounds:

- [Grounds for appeal 1]
- [Grounds for appeal 2]
- [Grounds for appeal 3]

I have attached copies of relevant documents that support my appeal, including [list of attached documents]. I am willing to provide any additional information that may be required to facilitate this process.

Thank you for considering my appeal. I look forward to your prompt response and a resolution to this matter.

Sincerely,

[Your Name]

[Your Position, if applicable]