

Sales Tax Audit Appeal

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Department Name]
[Tax Agency Name]
[Agency Address]
[City, State, Zip Code]

Subject: Appeal of Sales Tax Audit Findings

Dear [Recipient Name],

I am writing to formally appeal the findings of the sales tax audit conducted on [Date of Audit] regarding our business, [Your Business Name], with tax identification number [Your Tax ID Number].

After reviewing the audit report dated [Date of Report], I believe that certain discrepancies require further clarification and reconsideration. Specifically, [briefly outline the specific areas of disagreement or concern].

In support of my appeal, I have enclosed the following documentation:

- [List Item 1]
- [List Item 2]
- [List Item 3]

I appreciate the opportunity to address these concerns and hope for a resolution that accurately reflects our compliance with state sales tax laws. Please let me know a convenient time for us to discuss this matter further.

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

Sincerely,
[Your Name]
[Your Title]
[Your Business Name]