

# Tax Dispute Resolution Information Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Dear [Tax Authority Contact Name],

I am writing to formally request information regarding the dispute resolution process for my tax case with reference number [Insert Reference Number]. I would like to understand the steps involved and any necessary documentation required to proceed effectively.

Additionally, please provide details on the estimated timelines for resolution and information on any relevant forms I need to complete.

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

Sincerely,

[Your Name]