

Tax Dispute Resolution Inquiry Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Agency Name]

[Company/Agency Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request assistance regarding a tax dispute that has arisen between myself and [Tax Authority/Agency Name]. The details of the dispute are as follows:

- **Tax Period:** [Specify Tax Year/Period]
- **Nature of Dispute:** [Briefly Describe the Dispute]
- **Reference Number:** [Insert Reference Number, if applicable]

Despite my efforts to resolve this matter directly with the [Tax Authority/Agency Name], I have not received a satisfactory resolution. I am seeking your guidance and support in helping to mediate this issue.

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

Sincerely,

[Your Full Name]