

Tax Audit Appeal Letter

[Your Non-Profit Organization's Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Title/Position]

[Tax Authority's Name]

[Address of Tax Authority]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Appeal of Tax Audit Findings for [Tax Year]

I hope this letter finds you well. I am writing on behalf of [Your Non-Profit Organization's Name], a tax-exempt organization under section 501(c)(3). We are appealing the findings of the recent tax audit conducted by your office for the tax year [insert year].

We respectfully disagree with the audit conclusions, specifically regarding [briefly describe the specific issue(s) you are appealing]. We believe that these findings are incorrect based on the following reasons:

- [Reason 1]
- [Reason 2]
- [Reason 3]

Enclosed with this letter are supporting documents, including [list of documents], which substantiate our position. We kindly request that you review this information and reconsider the findings of the audit.

Thank you for your attention to this matter. We look forward to your prompt response and hope to resolve this issue amicably. Please do not hesitate to contact me at [your phone number] or [your email address] if you have any questions or require further information.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Non-Profit Organization's Name]