

Professional formal appeal to tax authority

Subject: Request for Review and Appeal of Tax Assessment

Dear [Tax Officer Name],

I am writing to formally appeal the tax assessment notice issued on [Date]. After reviewing the details, I believe that the assessed amount does not accurately reflect my taxable income and relevant deductions for the period [Tax Year].

Enclosed are supporting documents that substantiate my appeal, including [list documents]. I respectfully request a review and adjustment of my tax liability accordingly.

Thank you for your consideration, and I look forward to your prompt response.

Sincerely,

[Your Name]

[Taxpayer ID / Contact Information]

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