To: name@email.com
From: name@email.com
Subject: Appeal on Tax Assessment

Respected Sir,

A tax assessment was conducted by your department on my firm recently on the date 07/07/07. As of the report that I received on 03/08/08, there has been some mistake in tax assessment, and I would like to appeal against the assessment.

According to the report, the total worth of my assessments is shown to be $90000. But actually, it is $76899. Also, I don’t own the building where my firm runs, and I’m paying a monthly rent of $400, but that is not mentioned in the report. Because of these differences, the tax to be paid by me is a much higher value than the exact sum I should pay. I have enclosed all the supporting documents that support this claim. I request to make a re-evaluation of the assessment and make the necessary changes.

Yours faithfully,

Tino George

Manager

XYZ Solutions, High garden