From,

Tino George,

Manager,

XYZ Solutions, High garden

Date: 08/08/08

To,

Mr. Kane Smith,

Tax Assesment Manager,

Department of Taxes, High garden

Subject: Tax Assesment Appeal

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 true sum I should pay. I have enclosed all the supporting documents that support this claim. I request to make a re-evaluation on the assessment and make the necessary changes.

Yours faithfully,

Tino George

Manager

XYZ Solutions, High garden