From,

\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_

Date:

To,

\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_

Subject: \_\_\_\_\_\_\_\_\_(Mention the purpose)

Respected Sir/Madam,

A tax assessment was conducted by your department on my firm recently on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Mention date on which the assessment was conducted). As of the report that I received on \_\_\_\_\_\_\_ (Mention the date in the report), there has been some mistake in the tax assessment and I would like to appeal against the assessment.

According to the report there have been mistakes on the assessment of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

and the correct details are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I have enclosed all the supporting documents that support this claim. I request to make a reevaluation on the assesment and make the necessary changes.

Yours faithfully,

\_\_\_(Signature)\_\_

\_\_\_\_(Name)\_\_\_