

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Tax Authority's Name]
[Tax Authority's Address]
[City, State, Zip Code]

Subject: Appeal for Income Tax Assessment

Dear [Tax Authority's Name or "To Whom It May Concern"],
I am writing to formally appeal the income tax assessment for the tax year [Year], as communicated in your letter dated [Date of Assessment Letter]. My taxpayer identification number is [Your TIN/SSN].
I believe that the assessment is incorrect due to the following reasons:

1. [Briefly describe the first reason]
2. [Briefly describe the second reason, if applicable]
3. [Briefly describe any additional reasons, if applicable]

In support of my appeal, I have enclosed [list any supporting documents, such as tax returns, proof of deductions, correspondence, etc.].

I kindly request a review of my case and a reconsideration of the assessment. I am looking forward to your prompt response and am willing to provide any further information or documentation that might be required.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]