

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Tax Authority Name]  
[Tax Authority Address]  
[City, State, Zip Code]

Subject: Dispute Regarding Income Tax Calculation for Tax Year [Year]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally dispute the income tax calculation for the tax year [Year], associated with my Tax Identification Number (TIN) [Your TIN].

Upon reviewing my tax return and the assessment provided by your office, I believe there has been an error in the calculation. [Briefly describe the specific issue, such as discrepancies in reported income, deductions, or credits.]

The details of my dispute are as follows:

- [Line Item or Aspect of the Tax Return in Question]
- [Your Explanation or Justification]
- [Relevant Tax Documents Attached, if any]

I kindly request a review of my case and the necessary adjustments to ensure the correct calculation of my income tax liability. Please inform me of any additional information you may require to facilitate this process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature, if sending a hard copy]