

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

[Tax Authority Name]
[Department/Division]
[Tax Authority Address]
[City, State, Zip Code]

Subject: Income Tax Dispute Resolution - [Your Tax Identification Number or Relevant Case Number]

Dear [Tax Authority Contact Person or "To Whom It May Concern"],
I am writing to formally dispute the income tax assessment issued for the tax year [insert year] under reference number [insert reference number].
[Briefly explain the reason for the dispute, including any relevant details such as discrepancies, additional information, or supporting documentation.]

I have attached copies of [mention any documents attached, such as tax returns, supporting evidence, prior correspondence, etc.] to assist in the review of this matter.

I request that you reconsider the assessment based on the information provided. I am willing to provide any further details necessary and am hopeful for a timely resolution.

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

Sincerely,

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