

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

[Tax Authority Name]  
[Tax Authority Address]  
[City, State, Zip Code]

Subject: Petition for Income Tax Reassessment - [Your Tax Identification Number]

Dear [Tax Authority Official's Name],

I hope this letter finds you well. I am writing to formally petition for a reassessment of my income tax for the year [specify tax year] due to [briefly explain reason, e.g., discrepancies, additional information].

Tax Identification Number: [Your Tax ID Number]

Tax Year: [Specify Year]

I believe that my assessment does not accurately reflect my tax situation because [provide details regarding the reasons for reassessment, including any relevant facts or figures].

Enclosed are the following documents to support my claim:

1. [List of documents, e.g., W-2 forms, additional income statements, revised calculations]
2. [Any other relevant documents]

I respectfully request that you review my case and consider my petition for reassessment. I am available for further discussions or to provide any additional information needed to resolve this matter.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]