

[Your Name]

[Your Address]

[City, Postal Code]

[Email Address]

[Phone Number]

[Date]

Zambia Revenue Authority (ZRA)

[ZRA Office Address]

[City, Postal Code]

Subject: Formal Complaint Submission

Dear Sir/Madam,

I am writing to formally submit a complaint regarding [briefly state the issue, e.g., "an assessment error on my tax return for the year 2022"].

Details of the complaint:

- \*\*Full Name:\*\* [Your Full Name]

- \*\*Tax Identification Number (TIN):\*\* [Your TIN]

- \*\*Nature of Complaint:\*\* [Provide a clear and concise description of the issue.]

- \*\*Relevant Dates:\*\* [List any relevant dates associated with your complaint.]

- \*\*Supporting Documents:\*\* [Indicate any documents you are attaching to support your claim.]

I kindly request that you investigate this matter and provide a resolution at your earliest convenience.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

Attachments: [List any attached documents, e.g., "Copy of Tax Return, Correspondence with ZRA, etc."]