

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

Zambia Revenue Authority
[Relevant Office/Department]
[Office Address]
[City, State, Zip Code]

Subject: Appeal Against Penalty Notice [Penalty Notice Number]

Dear Sir/Madam,

I hope this letter finds you well. I am writing to formally appeal the penalty imposed on my account, referenced by penalty notice number [insert penalty notice number], dated [insert date of penalty notice]. [Briefly explain the circumstances that led to the penalty and why you believe it should be reconsidered. Include any relevant details or documentation that support your case.]

I kindly request that you review my case and reconsider the penalty based on [mention any legal grounds, previous good standing, or any other justifications].

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]
[Your Tax Identification Number]