

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

Zambia Revenue Authority

[ZRA Address]
[City, State, Zip Code]

Subject: Tax Adjustment Notice

Dear Sir/Madam,

I hope this letter finds you well.

I am writing to formally notify you of a tax adjustment regarding my
[specify tax type, e.g., income tax, VAT, etc.] for the assessment period
of [insert period].

[Briefly explain the reason for the tax adjustment, including relevant
details and any supporting data/documentation.]

As per the regulations, I have attached the necessary documents that
support this adjustment for your review.

I appreciate your attention to this matter, and I look forward to your
prompt response.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Tax Identification Number (if applicable)]
[Signature (if sending a hard copy)]