

[Your Name]

[Your Address]

[City, Postal Code]

[Email Address]

[Phone Number]

[Date]

Zambia Revenue Authority

[ZRA Office Address]

[City, Postal Code]

Subject: Tax Dispute Resolution Appeal - [Your Tax Identification Number]

Dear [ZRA Official's Name or Title],

I hope this letter finds you well. I am writing to formally dispute the findings of the recent tax assessment conducted on my account, with reference to [specific assessment or notice number].

The particulars of the dispute are as follows:

1. **\*\*Assessment Details\*\***: [Briefly describe the assessment and the issue in question]

2. **\*\*Reason for Dispute\*\***: [Explain your reasons for disputing the assessment]

3. **\*\*Attached Documentation\*\***: [List any supporting documents]

I kindly request a review of my case and appreciate your attention to this matter. I am available to provide any further information or clarification that may be required.

Thank you for your consideration. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position, if applicable]

[Your Company Name, if applicable]