

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

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

Subject: Submission of Tax Dispute

Dear [ZRA Officer's Name or "Sir/Madam"],

I am writing to formally submit a tax dispute regarding [briefly describe the issue, e.g., "the assessment of tax for the year [year]"].

Taxpayer Identification Number: [Your TIN]

Dispute Reference Number: [If applicable]

Details of the Dispute:

- Description of the issue: [Provide a clear and concise description of the dispute]
- Relevant dates: [Include any relevant dates related to your tax filings or assessments]
- Supporting documents: [List or attach any supporting documents that substantiate your case]

I respectfully request a review of my case and an adjustment to the assessment based on the provided information. I am willing to provide any additional information or documentation required for the resolution of this matter.

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]

[Your Position/Company Name, if applicable]

[Your Relationship to the Tax Matter, if not the taxpayer]