

[Tax Authority Name]
[Department/Division]
[Address Line 1]
[Address Line 2]

Date: [Current Date]

NOTICE OF PROPOSED ASSESSMENT

Taxpayer Name: [Corporation Name]
Taxpayer Identification Number (TIN): [00-0000000]
Tax Period Ended: [Date]
Notice Number: [Reference Number]

Dear [Contact Person/Tax Manager],

We have completed an examination of your Corporate Income Tax return for the period indicated above. Based on the information available, we propose an adjustment to your tax liability. This letter serves as a formal notice of a deficiency in your reported tax.

Summary of Proposed Assessment:

- Additional Tax Due: \$[Amount]
- Interest: \$[Amount]
- Penalties: \$[Amount]
- **Total Amount Due: \$[Total Amount]**

Reason for Adjustment:

[Insert brief description of the adjustment, e.g., disallowed deductions, unreported income, or mathematical error].

Your Options:

1. **Agreement:** If you agree with this assessment, please sign the enclosed Consent Form and submit payment for the total amount due by [Due Date] to avoid further interest charges.
2. **Disagreement:** If you disagree with this proposed assessment, you have the right to protest. You must submit a written protest letter along with supporting documentation within [Number] days from the date of this letter.

Please send all correspondence and payments to the address listed at the top of this letter. Failure to respond within the timeframe specified may result in the issuance of a Final Notice of Assessment and further collection actions.

Sincerely,

[Authorized Signature]

[Name of Officer]

[Title]

[Phone Number]

Enclosures:

- Detailed Audit Report
- Consent to Proposed Assessment Form
- Payment Voucher