

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

[Date]

[Tax Authority Name]  
[Department/Division]  
[Address]  
[City, State, Zip Code]

**RE: Response to Notice [Notice Number]**

**Taxpayer Name:** [Your Name / Business Name]

**Taxpayer ID / SSN:** [Your ID Number]

**Tax Period:** [Year/Quarter]

To Whom It May Concern,

This letter is in formal response to Notice [Notice Number] dated [Date of Notice], regarding an alleged [underpayment/discrepancy/adjustment] in the amount of \$[Amount].

I am contesting this notice for the following reasons:

- [Reason 1: e.g., The income reported on the notice was already included in line X of the return.]
- [Reason 2: e.g., The deduction for X was legitimately taken based on the attached receipts.]
- [Reason 3: e.g., There was a clerical error in the calculation provided by the agency.]

Please find the following supporting documentation attached to this letter:

- Copy of the original Tax Notice
- [Document Name, e.g., Form W-2 / 1099]
- [Document Name, e.g., Receipt/Bank Statement]
- [Document Name, e.g., Power of Attorney Form - if applicable]

Based on the information provided, I request that you review this file and [cancel the proposed assessment/adjust the balance to zero].

Please acknowledge receipt of this response in writing. If you require further information, I can be reached at [Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]