

APPEAL LETTER TO HM REVENUE & CUSTOMS

Sender's Name: _____

Address: _____

Telephone: _____

Email: _____

HM Revenue & Customs Address:

Name/Department: _____

Street Address: _____

Town/City: _____

Postcode: _____

Subject:

Appeal against decision/assessment issued by HM Revenue & Customs

Taxpayer Details:

Full Name: _____

National Insurance Number (if applicable): _____

Unique Taxpayer Reference (UTR) (if applicable): _____

Appeal Details:

I am writing to formally appeal the decision/assessment made by HM Revenue & Customs. I request a review and reconsideration of the matter as set out below.

Background and Context

Outline the relevant background information, including any previous correspondence or interactions with HMRC. Specify the tax year or period the appeal relates to.

Grounds for Appeal

Provide clear and concise reasons why the decision or assessment is disputed. Include reference to applicable UK tax law, regulations, or guidance.

Supporting Evidence

List and describe any documents, records, or other evidence provided to support your appeal, ensuring they are relevant and admissible under UK law.

Request for Action

State clearly the outcome you are seeking from HMRC, such as adjustment of the assessment, refund, or other remedy.

Contact for Further Information

Indicate your willingness to provide further information or documentation as required and your preferred method of contact.

Declaration:

I declare that the information provided in this appeal letter and any accompanying documents is true, complete, and accurate to the best of my knowledge and belief. I understand that knowingly providing false or misleading information could result in penalties under UK law.

APPELLANT'S SIGNATURE

DATE

Signature: _____

Please ensure that all relevant supporting documents accompany this appeal letter. Keep a copy of this letter and all attachments for your records. This appeal is made pursuant to the relevant provisions of UK tax legislation and HMRC guidance.

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