

LETTER TO THE CANADA REVENUE AGENCY

Canada Revenue Agency
Tax Centre
Address Line 1
Address Line 2
City, Province, Postal Code

Subject: Notice and Request Regarding Tax Matters

Dear Sir/Madam,

This letter is submitted in respect of my tax account with the Canada Revenue Agency (CRA). I am writing to provide pertinent information and to request assistance in resolving certain matters concerning my tax filings.

Please find enclosed all relevant documentation supporting my position and statements herein. I respectfully request a thorough review of my account, including any assessments, adjustments, or arrears that may be outstanding.

I affirm that all information provided is accurate and complete to the best of my knowledge. Should you require any additional information or clarification, please do not hesitate to contact me at the address or telephone number provided below.

I understand my obligations under the Income Tax Act and am committed to complying fully with all applicable requirements. I request that any disputes or discrepancies be addressed promptly in accordance with CRA procedures and Canadian law.

Thank you for your attention to this matter. I look forward to your written response and to resolving this issue in a timely and cooperative manner.

Contact Information:

Full Name: _____
Address: _____
Telephone Number: _____
Email Address: _____

SENDER'S SIGNATURE

Signature: _____

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