

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Subject: Appeal for Tax Penalty - [Your Tax Identification Number]

Dear [Tax Authority Representative],

I am writing to formally appeal the tax penalty assessed against me for the tax year [Year]. I understand that the penalty was imposed due to [brief explanation of reason for penalty]. However, I would like to provide additional context concerning my situation.

Due to [explain any mitigating circumstances: illness, financial hardship, etc.], I was unable to [explain how this affected your ability to meet tax obligations]. I have always strived to comply with tax regulations and am committed to rectifying this situation.

Attached are the relevant documents supporting my appeal, including [list any supporting documents, e.g., medical records, financial statements, correspondence]. I kindly request that the penalty be reconsidered in light of these circumstances, and I would appreciate your understanding and leniency.

Thank you for considering my appeal. I look forward to your prompt response and hope for a favorable resolution.

Sincerely,

[Your Name]