

Tax Penalty Clarification Letter

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

[Recipient Name]
[Recipient Title]
[Department or Agency Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to clarify the recent tax penalty imposed on my account, [Tax Identification Number], as a real estate professional. The penalty appears to be related to [specific reason mentioned in the penalty notice]. I would like to provide context and request a review of this matter.

In [mention relevant timeframe], I encountered [briefly describe circumstances that led to the issue, e.g., delays in transactions, unforeseen personal matters, etc.]. I have always aimed to comply with tax regulations to the best of my ability, and I believe that the penalty may not accurately reflect my situation.

Given my consistent record of [mention any relevant compliance history or positive attributes], I respectfully request a reconsideration of the penalty. I believe that a review of my case will reveal the challenges I faced during the aforementioned period.

Thank you for your attention to this matter. I look forward to your response and hope we can reach a satisfactory resolution. Please feel free to contact me at [your phone number] or [your email address] should you require further information.

Sincerely,
[Your Name]
[Your Position, if applicable]
[Your Company Name, if applicable]