

# Tax Penalty Dispute Letter

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

[Date]

[Tax Authority Name]  
[Tax Authority Address]  
[City, State, Zip Code]

## **Subject: Dispute of Tax Penalty - [Your Tax Identification Number]**

Dear [Tax Authority Contact Name],

I am writing to formally dispute the tax penalty assessed against my business, [Your Business Name], for the tax period ending [Tax Period End Date]. The reference number for this penalty is [Reference Number], and it was issued on [Issue Date].

The reason for my dispute is [briefly explain your reasons, e.g., unexpected circumstances, misunderstanding of tax obligations, etc.]. In support of my claim, I have attached [list any relevant documents or evidence, e.g., correspondence, receipts, etc.].

I kindly request a review of this penalty and consideration for abatement based on the circumstances outlined. I believe that the penalty may have been assessed in error, and I am hopeful that we can resolve this matter amicably.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Business Name]