

# Tax Penalty Explanation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to provide an explanation regarding the recent tax penalty assessed on my account as an independent contractor.

Upon reviewing my tax filings, I discovered that the penalty was incurred due to [briefly explain the reason for the penalty, e.g., late payment, underreporting income, etc.]. I acknowledge my responsibility to remain compliant with tax regulations, and I sincerely apologize for any oversight on my part.

To resolve this issue, I have taken [mention any corrective actions taken, such as submitting overdue payments or addressing underreported income]. I kindly request your consideration in potentially waiving or reducing the penalty based on [mention any relevant circumstances, such as first-time violation, financial hardship, etc.].

Thank you for your understanding and attention to this matter. I appreciate your assistance and look forward to your prompt response.

Sincerely,

[Your Name]