

Tax Penalty Mitigation Request

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

[Date]

Internal Revenue Service
[Relevant Address]
[City, State, Zip Code]

Subject: Request for Mitigation of Tax Penalties - [Your Company Name]

Dear [IRS Representative's Name],

I am writing to request consideration for the reduction or elimination of tax penalties assessed on [Your Company Name] for the tax year [Year]. As a start-up, we faced unexpected challenges that impacted our ability to meet tax obligations on time.

Despite our best efforts, [briefly explain the circumstances that led to the tax penalty, e.g., cash flow issues, delays in funding, etc.]. We are committed to fulfilling our tax responsibilities and ensuring compliance moving forward.

We respectfully ask for your understanding and support in mitigating the penalties assessed. [Optional: Mention any prior compliance history or mitigating factors].

Thank you for your consideration. We appreciate your assistance and look forward to your positive response.

Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]