

Tax Penalty Negotiation Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

IRS Office

[IRS Address]

[City, State, Zip Code]

Subject: Request for Penalty Abatement - [Your Tax Identification Number]

Dear Sir/Madam,

I am writing to formally request a review and possible abatement of the tax penalties imposed on my account due to [briefly explain reason, e.g. late filing, underpayment, etc.]. As a freelancer, I faced [provide a brief explanation of circumstances that contributed to the issue, e.g. unexpected medical expenses, loss of income, etc.].

I have always made it a priority to comply with my tax obligations. However, [elaborate on your situation and efforts made to rectify the issue, e.g. payment plan, communication with tax representatives, etc.]. I believe these circumstances warrant reconsideration of the penalties applied.

I kindly request the consideration of my case for a penalty abatement. Attached are supporting documents that illustrate my situation, including [list any attached documents such as tax returns, financial statements, etc.].

Thank you for your time and consideration. I look forward to your understanding and hope for a positive resolution. Please feel free to reach me at [your phone number] or [your email address] for any further information.

Sincerely,

[Your Name]