

# Tax Penalty Reconsideration Request

**[Your Corporation's Name]**  
[Your Corporation's Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

Date: [Date]

**[Tax Authority's Name]**  
[Tax Authority's Address]  
[City, State, Zip Code]

Subject: Request for Reconsideration of Tax Penalty - [Tax Year]

Dear [Tax Authority's Contact Name or Title],

I am writing on behalf of [Your Corporation's Name] regarding the tax penalty assessed for the tax year [Year], as per your notice dated [Notice Date]. We respectfully request a reconsideration of this penalty.

The penalties were assessed due to [briefly explain the reason for the penalty, e.g., late filing, underpayment, etc.]. However, we believe there are circumstances that warrant a reconsideration of these penalties, specifically [explain any mitigating circumstances, such as unforeseen circumstances, compliance efforts, etc.].

We have always strived to meet our tax obligations and have taken steps to ensure compliance in the future, such as [mention any measures taken, such as hiring a tax advisor or implementing new internal controls].

Attached are [list any documents you are including, e.g., payment records, correspondence, etc.] that support our request for reconsideration.

We appreciate your attention to this matter and are hopeful for a favorable resolution. Please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address] if you require any further information.

Thank you for your consideration.

Sincerely,

[Your Name]  
[Your Title]  
[Your Corporation's Name]