

Request for Tax Penalty Relief

Date: [Insert Date]

[Your Name]

[Your Title]

[Non-Profit Organization Name]

[Organization Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

Internal Revenue Service

[IRS Address]

[City, State, Zip Code]

Subject: Request for Tax Penalty Relief for [Non-Profit Organization Name]

Dear Sir/Madam,

I am writing to formally request relief from tax penalties imposed on [Non-Profit Organization Name], Tax Identification Number: [Insert TIN], due to [specific reason for penalties, e.g., late filing, failure to pay taxes, etc.].

As a non-profit organization dedicated to [brief description of your mission and community impact], we strive to adhere to all regulatory requirements. However, [explain the circumstances that led to the penalties, e.g., unforeseen events, administrative errors, etc.].

Our organization has always been committed to compliance, and we have taken steps to ensure this situation does not recur in the future through [mention any corrective actions taken].

Given the nature of our work and the impact these penalties have on our operations, I kindly request that you consider granting our appeal for penalty relief. We are hopeful for a favorable resolution and would greatly appreciate your understanding in this matter.

Thank you for your consideration. Please feel free to contact me at [Phone Number] or [Email Address] if you require any further information.

Sincerely,

[Your Name]

[Your Title]

[Non-Profit Organization Name]