

Request for Tax Penalty Waiver

Your Name
Your Address
City, State, ZIP Code
Email Address
Phone Number
Date

Tax Authority Name
Tax Authority Address
City, State, ZIP Code

Dear [Tax Authority Name],

I am writing to respectfully request a waiver of the tax penalty assessed on my account for the tax year [Year]. I understand the importance of meeting tax obligations and I take my responsibilities very seriously.

This is the first time I have encountered a penalty for late payment, and I assure you this was due to [brief explanation of circumstances, e.g., unforeseen circumstances, misunderstanding, etc.]. I have since rectified the situation by [mention any actions taken, e.g., submitting payment, filing a return, etc.].

Given my status as a first-time offender and my commitment to compliance moving forward, I kindly ask for your consideration in waiving the penalty. I greatly appreciate your time and understanding in reviewing my request.

Thank you for considering my appeal. I look forward to your prompt response.

Sincerely,
[Your Name]