

Letter of Appeal for Tax Penalty Forgiveness

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Subject: Appeal for Tax Penalty Forgiveness - [Tax Year]

Dear [Tax Authority Official's Name],

I hope this letter finds you well. I am writing to formally request the forgiveness of the penalties applied to my [Tax Type, e.g., income tax] for the tax year [Year]. My taxpayer identification number is [Your TIN].

Due to [briefly explain the reason for your inability to pay on time, e.g., medical emergency, job loss, etc.], I was unable to meet the tax deadline. I have taken steps to rectify my situation by [mention any steps you have taken to ensure timely payment in the future].

I understand the importance of compliance and assure you that this was an isolated incident. I have always strived to fulfill my tax obligations in a timely manner and am committed to maintaining good standing moving forward.

In light of my circumstances, I respectfully request that you consider my appeal for penalty abatement. I appreciate your understanding and consideration of my request.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Name]