

# Application for Tax Penalty Exemption

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Tax Authority's Name]

[Tax Authority's Address]

[City, State, Zip Code]

## **Subject: Request for Tax Penalty Exemption**

Dear [Tax Authority's Name],

I am writing to formally request an exemption from the penalties levied on my account for tax year [Year]. My taxpayer identification number is [Your TIN].

The penalties were assessed due to [briefly explain the reason for the penalties, e.g., late payment, filing error, etc.]. I believe that these penalties should be waived due to [reason for exemption request, e.g., unforeseen circumstances, prior compliance history, etc.].

I have attached the necessary documentation to support my request, including [list any attached documents, e.g., proof of payments, letters, etc.].

I appreciate your consideration of my situation and request for exemption from the penalties. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Thank you for your time and attention.

Sincerely,

[Your Name]