

Formal Request for Abatement of Tax Penalties

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Tax Authority's Name]

[Tax Authority's Address]

[City, State, Zip Code]

Dear [Tax Authority's Title and Last Name],

I hope this letter finds you well. I am writing to formally request an abatement of the tax penalties assessed against my account for the tax year [insert tax year]. My taxpayer identification number is [insert taxpayer ID].

Due to [briefly explain the circumstances that led to the penalties, such as illness, financial hardship, etc.], I was unable to meet my tax obligations in a timely manner. I have since taken steps to rectify this situation, including [describe any actions taken, such as filing delinquent returns, making payments, etc.].

I kindly ask that you review my case and consider waiving the penalties associated with my late payment. I believe that given the circumstances, my request is reasonable and justifiable.

Thank you for your attention to this matter. I appreciate your understanding and consideration. I look forward to your prompt response.

Sincerely,

[Your Name]