

Inquiry Regarding Tax Penalty Reduction

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date: [Insert Date]

Tax Department
[Tax Authority Name]
[Tax Authority Address]
City, State, Zip Code

Dear [Tax Authority Contact Name],

I hope this message finds you well. I am writing to formally inquire about the possibility of reducing the tax penalty imposed on my account, associated with my tax return for the year [Insert Year]. My Tax Identification Number is [Insert TIN].

Due to [briefly explain your reason, e.g., financial hardship, unforeseen circumstances], I am requesting a review of the penalty assessed and any available options for reduction or waiver.

I have attached relevant documentation supporting my request. I would greatly appreciate any guidance or assistance you could provide regarding this matter.

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,
[Your Name]