

Notification of Dispute for Tax Penalties

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To:

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Subject: Dispute of Tax Penalties

Dear [Tax Authority Official's Name],

I am writing to formally dispute the tax penalties imposed on my account, referenced under the tax identification number [Your Tax ID], for the tax year [Insert Tax Year]. I believe these penalties have been assessed in error due to [briefly explain reason for dispute].

As per my records, [provide any relevant details or documentation to support your claim]. I kindly request a review of my account and the consideration of my dispute regarding these penalties.

I appreciate your attention to this matter and look forward to your prompt response. Please contact me at [Your Phone Number] or via email at [Your Email] should you require any further information.

Thank you for your assistance.

Sincerely,

[Your Name]