

Petition for Waiver of Tax Penalty

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title or Department]

[Tax Authority's Name]

[Tax Authority's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a waiver of the penalties assessed against my account, [Your Tax ID or Account Number], for the tax year [Insert Tax Year]. Due to [explain your circumstances - e.g., financial hardship, medical issues, etc.], I was unable to [explain what you did not do], which resulted in the penalties.

Understanding the importance of fulfilling my tax obligations, I have taken steps to ensure that this situation does not occur again, including [mention any corrective actions taken]. I respectfully ask for your consideration in waiving the penalties as it would greatly assist me in my financial situation.

Thank you for considering my request. I hope to hear from you soon regarding this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]