

Request for Reconsideration of Tax Penalty

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

Internal Revenue Service

[IRS Address]

[City, State, Zip Code]

Dear [IRS Officer's Name or "To Whom It May Concern"],

I am writing to formally request a reconsideration of the penalty assessed against me for the tax year [Insert Year]. My tax identification number is [Insert Tax ID].

Due to [briefly explain your reason, e.g., unexpected medical expenses, loss of employment, etc.], I was unable to fulfill my tax obligations on time. I have always taken my tax responsibilities seriously and have made efforts to rectify this situation by [mention any actions you've taken, e.g., filing returns, making payments, etc.].

I kindly ask that you reconsider the penalties imposed. I believe that due to the circumstances outlined above, relief from the penalty is warranted. I am committed to complying with all tax obligations moving forward.

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

Sincerely,

[Your Name]