

Request for Tax Hardship Penalty Reduction

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Internal Revenue Service

[IRS Office Address]

[City, State, Zip Code]

Subject: Request for Reduction of Tax Penalty due to Hardship

Dear Sir or Madam,

I am writing to formally request a reduction of the penalties applied to my tax return for the year [Tax Year] due to financial hardship. My tax identification number is [Your TIN or SSN].

Due to [briefly explain your hardship situation, e.g., loss of job, medical emergencies, etc.], I have been unable to meet my tax obligations. I have attached documentation to support my claim, including [list documents, e.g., medical bills, termination letters, etc.].

As a result of my circumstances, I respectfully request that you consider reducing or waiving the penalties associated with my tax account. I am committed to fulfilling my tax responsibilities and appreciate your understanding in this matter.

Thank you for considering my request. I look forward to your prompt response. Should you need any further information, please do not hesitate to contact me.

Sincerely,

[Your Name]