

Response to Tax Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

IRS Department of Revenue

[IRS Address]

[City, State, Zip Code]

Subject: Response to Tax Inquiry Regarding Late Payment

Dear [Tax Authority's Name or Title],

Thank you for your letter dated [insert date of the inquiry letter]. I appreciate your attention to my tax account and the opportunity to clarify the circumstances surrounding the late payment of my tax obligations for the year [insert tax year].

Unfortunately, my payment was delayed due to [briefly explain the reason for the late payment, e.g., unexpected medical expenses, job loss, etc.]. I understand the importance of timely payments, and I assure you that this was an unforeseen circumstance.

I have taken steps to prevent this from happening in the future by [mention any measures you have implemented, e.g., setting up a separate savings account for taxes, arranging for automated payments, etc.].

Enclosed, please find the payment of the outstanding amount of [insert amount], which I have sent via [mention the method of payment]. I kindly request that you consider waiving any penalties due to the circumstances outlined above.

Thank you for your understanding and consideration. Please do not hesitate to contact me at [your phone number] or [your email address] if you require further information.

Sincerely,

[Your Name]

[Your Tax Identification Number or Social Security Number]