

# Request for Tax Penalty Waiver

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Subject: Appeal for Penalty Waiver Due to Financial Hardship

I am writing to formally request a waiver for the tax penalty assessed against me for the tax year [insert year]. Due to unforeseen financial hardships, including [briefly explain your situation, e.g., job loss, medical expenses], I was unable to fulfill my tax obligations on time.

I understand the importance of complying with tax regulations, and it was never my intention to neglect my responsibilities. However, the circumstances I faced severely impacted my financial stability, making it impossible for me to pay my taxes as due.

Therefore, I kindly ask for your understanding and consideration in waiving the penalties associated with my tax filing. I have attached supporting documents, including [list documents, e.g., proof of income, medical bills], that illustrate my current financial situation.

Thank you for considering my request. I hope to resolve this matter amicably and would appreciate any assistance you can provide.

Sincerely,

[Your Name]