

# Request for Tax Penalty Reduction

Date: [Insert Date]

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number

Department of Revenue  
Address of Tax Authority  
City, State, Zip Code

Dear [Tax Authority's Name or Title],

I am writing to formally request a reduction of the tax penalty assessed against me regarding the filing for the tax year [Insert Year]. After reviewing my records, I believe that the penalty was incurred due to a clerical error that was unintentional and not reflective of my commitment to comply with tax regulations.

On [Insert Date], I submitted my tax return for [Insert Year]. Unfortunately, an error occurred in the data entry process that led to a [briefly explain the clerical error]. I have since taken the necessary steps to correct this mistake and ensure its accuracy going forward.

I sincerely apologize for any inconvenience this may have caused and assure you this was not an attempt to evade my tax responsibilities. Given my history of compliance, I respectfully ask that you consider waiving or reducing the penalty imposed.

Thank you for your time and understanding. I look forward to your favorable response.

Sincerely,  
[Your Name]