

Letter of Inquiry for Tax Penalty Abatement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to inquire about the possibility of an abatement for the tax penalties imposed on my account due to [briefly explain reason for penalties]. As a first-time offender, I sincerely regret this situation and am eager to resolve it as promptly as possible.

My details are as follows:

Taxpayer Identification Number: [Insert TIN]

Tax Year: [Insert Tax Year]

Given my history of compliance and my intention to rectify this issue, I kindly request your consideration for the abatement of the penalties. I am enclosing [mention any relevant documents you are attaching, if applicable] to support my request.

Thank you for your time and consideration. I look forward to your prompt response so that we can resolve this matter swiftly.

Sincerely,

[Your Name]