

# Notice of Tax Penalty Relief

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Subject: Request for Tax Penalty Relief Due to Extended Unemployment

Dear [Tax Authority Contact Name],

I am writing to formally request relief from tax penalties incurred for the tax year [Insert Year]. Due to an extended period of unemployment, I have faced significant financial hardship that has made it challenging to meet my tax obligations.

Despite my efforts to secure employment, I have been unemployed since [Insert Start Date of Unemployment], and my situation has severely impacted my ability to pay my taxes on time. I am committed to fulfilling my tax obligations and have made arrangements to begin payments as soon as my financial situation improves.

In light of these circumstances, I kindly request a waiver of the penalties applied to my account. I have attached supporting documentation, including [list any attached documents, e.g., termination letter, unemployment benefits statement, etc.], to verify my situation.

Thank you for considering my request. I hope for understanding in this challenging time.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Social Security Number or Tax ID (optional)]