

Request for Leniency on Tax Penalties

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

[Date]

[Tax Authority Name]
[Tax Authority Address]
[City, State, Zip Code]

Dear [Tax Authority Contact Name],

I hope this letter finds you well. I am writing to formally request leniency regarding the tax penalties imposed on my account due to outstanding payments for the tax year [year]. Unfortunately, I recently experienced a significant personal loss with the passing of my [relation, e.g., mother, father, etc.], which has profoundly affected my ability to manage my financial obligations during this difficult time.

I understand the importance of fulfilling my tax responsibilities and have always made efforts to comply with the tax regulations. However, the emotional and logistical challenges I faced during this period have hindered my ability to meet the deadlines. I kindly ask for your understanding and consideration in waiving or reducing the penalties applicable to my situation.

Thank you for your attention to this matter. I sincerely appreciate your understanding and support during this challenging time. I look forward to your positive response.

Warm regards,

[Your Name]
[Your Tax Identification Number]