

Request for Relief from Tax Penalties

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to formally request relief from the penalties associated with my recent tax return for the year [Insert Year]. Due to a misunderstanding of the tax regulations, I inadvertently failed to submit [Specify what was missed, e.g., additional documentation, payment, etc.].

After reviewing my tax situation, I believe that the misunderstanding stemmed from [Briefly explain the misunderstanding]. I have since taken steps to correct the oversight by [Outline any actions taken, such as submitting the required documents or payments].

Given my circumstances and my proactive approach to resolving this issue, I kindly request that you consider waiving the penalties imposed on my account. I have always strived to meet my tax obligations and have maintained a good standing with the IRS.

Thank you for your time and consideration. I look forward to your positive response regarding this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Sincerely,

[Your Name]