

# Tax Penalty Reconsideration Request

Date: [Current Date]

To: [Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Dear [Tax Authority Official's Name],

I am writing to formally request a reconsideration of the tax penalty imposed on my business, [Business Name], due to our recent closure. Our business operated under [Business Identification Number] and faced unforeseen circumstances that led to its shutdown on [Closure Date].

Despite our efforts to maintain compliance, the financial strain caused by [brief explanation of the reason for closure] resulted in difficulties that we could not overcome. We sincerely apologize for any inconvenience this situation may have caused and would like to take this opportunity to explain our circumstances in detail.

We kindly request a review of our case with the hope of having the penalty reconsidered, given the unique challenges we faced. Enclosed, please find documents supporting our situation, including [list of documents].

Thank you for considering our request. I appreciate your understanding and look forward to your favorable response.

Sincerely,

[Your Name]

[Your Position]

[Business Name]

[Business Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]