

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Department of Revenue

Tax Division

Address

City, State, Zip Code

Subject: Acknowledgment of Tax Penalty Notice

Dear [Tax Authority/Officer's Name],

I am writing to formally acknowledge receipt of the tax penalty notice dated [date of notice]. I understand that the notice pertains to [brief description of the tax issue].

I take this matter seriously and am committed to resolving it promptly. I am currently reviewing my records and will take the necessary steps to address the penalty.

If you require any further information from my side, please do not hesitate to reach out to me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Tax Identification Number or Social Security Number]