

Appeal Against Tax Penalty Notice

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 Name],

Subject: Appeal Against Tax Penalty Notice (Notice Number: [Insert Notice Number])

I am writing to formally appeal the tax penalty notice I received on [Insert Date of Notice]. I understand the importance of complying with tax regulations, but I believe that the penalty imposed is unwarranted based on the following grounds:

- [Insert First Reason for Appeal]
- [Insert Second Reason for Appeal]
- [Insert Third Reason for Appeal]

Furthermore, I have attached relevant documents to support my appeal, including [list any attached documents such as receipts, previous correspondence, etc.]. I respectfully request that you review my case and consider waiving the penalty.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]