

# Letter of Clarification Regarding Tax Penalty

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Dear [Tax Authority's Contact Name],

Subject: Clarification Concerning Tax Penalty - [Your Tax Identification Number]

I am writing to seek clarification regarding the recent tax penalty notice I received dated [insert date of notice]. I believe there may be a misunderstanding related to my tax return for the tax year [insert year].

To provide clarity, I have attached copies of [mention any relevant documents, e.g., tax returns, communications, etc.]. I would appreciate your review of my case to reconsider the imposed penalty, as I believe that [explain your reasoning briefly].

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

Sincerely,

[Your Name]