

[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],

Subject: Compliance with Tax Penalty Requirements

I am writing to confirm my compliance with the tax penalty requirements imposed on me for the tax year [Year]. I acknowledge the penalty of [Amount] that was assessed due to [brief explanation of the reason for the penalty].

To rectify this situation, I have taken the following steps:

- Paid the penalty amount in full on [date of payment].
- Filed all required tax returns and forms relevant to the assessment.
- Implemented measures to ensure timely compliance in the future.

Should you require any further information or documentation to confirm my compliance, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]