

Dispute Letter Regarding Tax Penalty Assessment

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Tax Authority Name]
[Tax Authority Address]
[City, State, Zip Code]

Subject: Dispute of Tax Penalty Assessment for [Tax Year]

Dear [Tax Authority Contact/Title],

I am writing to formally dispute the penalty assessment referenced in your notice dated [Date of Notice], regarding my tax return for the year [Tax Year], with the Tax ID Number [Your Tax ID]. I seek clarification and reconsideration of this penalty for the following reasons:

- [Reason 1: Brief explanation]
- [Reason 2: Brief explanation]
- [Additional Supporting Details or Evidence]

In light of the above, I kindly request a reevaluation of the penalty imposed. I believe this matter can be resolved amicably, and I am open to any discussions required for this purpose.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]