

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Tax Authority Name]

[Tax Authority Address]

[City, State, ZIP Code]

Subject: Explanation for Tax Penalty - [Your Tax Identification Number]

Dear [Tax Authority Contact/Department],

I am writing to formally explain the circumstances surrounding the tax penalty I received, referenced by [Penalty Notice Number]. I understand the importance of complying with tax regulations and sincerely apologize for any oversight.

The reasons for the discrepancy are as follows:

- [Reason 1: Brief explanation]
- [Reason 2: Brief explanation]
- [Reason 3: Brief explanation]

To rectify the situation, I have [steps you have taken or will take] to ensure compliance moving forward. I believe this will address the issues outlined in the penalty notice.

Thank you for your understanding and consideration of my situation. I respectfully request a review of my case and consideration for the waiver of the penalty imposed.

Sincerely,

[Your Name]