

Request for Tax Penalty Reconsideration

[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 Representative],

I am writing to formally request a reconsideration of the penalty assessed against my tax account for the tax year [Year]. My taxpayer identification number is [Your TIN or SSN].

I understand that penalties are imposed for [brief explanation of reason for penalty]. However, I believe that there are valid mitigating circumstances that warrant a reconsideration of my case, including [briefly describe your reasons, e.g., medical emergencies, financial hardships, etc.].

I have attached supporting documentation that outlines my situation in detail for your review. I would greatly appreciate it if you could take this information into consideration and possibly waive or reduce the penalties assessed.

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

Sincerely,

[Your Name]