

Request for Relief from Tax Penalty

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

Internal Revenue Service

[IRS Office Address]

[City, State, ZIP Code]

Dear Sir/Madam,

I am writing to formally request relief from the tax penalty imposed on my account for the tax year [Insert Tax Year]. My Taxpayer Identification Number (TIN) is [Insert TIN].

Due to [briefly explain the circumstance that led to the penalty, e.g., illness, loss of employment, natural disaster, etc.], I was unable to [describe what you were unable to do, e.g., file my taxes on time, pay the amount owed, etc.]. I have always made a sincere effort to comply with my tax responsibilities, and this situation was unintentional.

In light of these circumstances, I kindly request that you consider my appeal for penalty relief under your reasonable cause criteria. I have attached supporting documentation to verify my claims.

Thank you for your time and consideration. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]