

Tax Penalty Waiver Request

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

[Date]

To Whom It May Concern,
[Tax Authority Name]
[Tax Authority Address]
[City, State, ZIP Code]

Subject: Request for Waiver of Tax Penalty - [Your Tax Identification Number]

Dear Sir/Madam,

I am writing to formally request a waiver for the penalties imposed on my tax return for the tax year [Year]. Unfortunately, due to [brief explanation of the circumstances that caused the penalty, e.g., illness, financial hardship, etc.], I was unable to file my taxes on time.

I have always made it a priority to fulfill my tax obligations, and this situation was unforeseen. To rectify this, I have now submitted my tax return and have made arrangements to pay any outstanding taxes owed.

I kindly ask you to consider my situation and grant a waiver for the penalties applied. I sincerely appreciate your understanding and assistance in this matter.

Thank you for your attention to this request. I look forward to your positive response.

Sincerely,
[Your Name]