

Appeal for Waiver of Late Tax Return Fee

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to formally appeal the late fee assessed on my tax return for the year [Insert Tax Year]. My tax return was submitted on [Insert Submission Date], however, due to [briefly explain reason for late submission, e.g., medical issues, personal circumstances], I was unable to submit it by the deadline.

I have always made it a priority to meet my tax obligations and have maintained a clean record in previous years. I kindly request that you consider waiving the late fee in light of these circumstances. I genuinely appreciate your understanding in this matter.

Thank you for taking the time to review my appeal. I look forward to your favorable response.

Sincerely,

[Your Name]