

Letter of Explanation for Late Tax Return Filing

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[IRS Address or Appropriate Tax Authority]

Subject: Explanation for Late Filing of Tax Return

Dear [Tax Authority's Name or Title],

I hope this message finds you well. I am writing to formally explain the circumstances surrounding my late tax return filing for the tax year [Insert Tax Year]. I apologize for any inconvenience this has caused and appreciate your understanding in this matter.

[Briefly explain the reason for the late filing, e.g., unforeseen personal circumstances, medical issues, financial difficulties, etc. Be concise and to the point. Mention any relevant documentation if necessary.]

I take my tax responsibilities seriously and am committed to ensuring my compliance moving forward. I have since filed my tax return, and the necessary payment has been made. Please find attached copies of my tax documents for your reference.

Thank you for your understanding and consideration. Should you require any further information or documentation, please feel free to contact me at your convenience.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]