

# Letter of Justification for Late Tax Submission

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 explain the circumstances that have led to my late submission of the tax return for the year [Insert Tax Year].

Due to [briefly explain reason, e.g., unforeseen personal circumstances, medical issues, etc.], I was unable to complete my tax return by the original deadline of [Insert Deadline]. Despite my efforts to meet the requirements, the situation prevented me from submitting the necessary documentation on time.

I understand the importance of adhering to tax obligations and sincerely apologize for any inconvenience this may have caused. I have since completed my tax return and submitted it on [Insert Submission Date]. I am fully committed to meeting all future deadlines.

I appreciate your understanding in this matter and kindly ask you to consider my situation when reviewing my late submission. Should you require any further information or documentation to support my case, please do not hesitate to contact me.

Thank you for your consideration.

Sincerely,

[Your Name]