

Request for Penalty Reduction

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Internal Revenue Service

[IRS Address]

[City, State, Zip Code]

Dear [IRS Representative/Tax Authority],

I hope this message finds you well. I am writing to formally request a reduction in the penalty imposed on me for the late filing of my tax return for the year [Insert Year]. My tax identification number is [Insert TIN/SSN].

The reason for my late filing was due to [explain your circumstances briefly, e.g., medical issues, unexpected personal matters, etc.]. I understand the importance of filing taxes on time and take full responsibility for my actions. I assure you that this was not intentional.

Given my situation, I kindly request your consideration for a penalty reduction. I have taken measures to ensure that this does not happen again, including [mention any measures taken, such as working with a tax professional, setting reminders, etc.].

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

Sincerely,

[Your Name]