

Request for Penalty Waiver

Date: [Insert Date]

To,

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Subject: Request for Waiver of Penalty Due to Late Tax Submission

Dear [Tax Authority Contact Name],

I hope this letter finds you well. I am writing to formally request a waiver of the penalty applied to my tax return for the fiscal year [Insert Year], which was submitted late.

Due to [explain your reason briefly, e.g., unexpected personal circumstances, health issues, etc.], I was unable to submit my tax return by the deadline. This was an unfortunate and unforeseen circumstance that I take full responsibility for.

I have always made it a priority to comply with tax obligations and submit timely returns. [Optional: Include any previous compliance history or good standing with the tax authority].

Given these circumstances, I kindly request your understanding and consideration in waiving the penalty. I have attached any supporting documents that verify my situation.

Thank you for your time and consideration in this matter. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Contact Number]

[Your Email Address]