

Response to Late Filing Penalty Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing in response to the notification regarding the late filing penalty associated with my [tax return, document, etc.] for the tax year [insert year] received on [insert date of notification].

I acknowledge that the filing was not submitted by the due date, and I sincerely apologize for any inconvenience this may have caused. [Briefly explain reason for the delay, if applicable].

Given the circumstances, I respectfully request that you consider waiving the penalty as this was an isolated incident. I have taken steps to ensure that this does not happen again, including [mention any measures taken, if applicable].

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

Sincerely,

[Your Name]