

Tax Penalty Appeal Letter

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Tax Authority
Tax Authority Address
City, State, Zip Code

Subject: Appeal for Tax Penalty - Late Filing

Dear [Tax Authority Name],

I am writing to formally appeal the penalty imposed on my account for the late filing of my tax return for the year [Year]. My tax identification number is [Your TIN/SSN].

Due to [briefly explain your reason for the late filing, e.g., unexpected personal circumstances, medical emergencies, etc.], I was unable to file my tax return by the due date. I understand the importance of timely filings and assure you that this was not a deliberate oversight.

I have filed my return on [Date of Filing] and have included any necessary payments to settle my tax obligation. I kindly request a reconsideration of the penalty, given my circumstances and the actions I have taken to comply with my tax responsibilities.

Thank you for considering my appeal. I hope for your understanding and look forward to your favorable response.

Sincerely,
[Your Name]