

Request for Reduction of Tax Penalties

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

To Whom It May Concern,

I am writing to formally request a reduction of tax penalties assessed for the tax year [Insert Year]. I have recently submitted the missing documents required for my tax filing and kindly ask for your consideration in reducing or waiving the penalties incurred during this process.

Despite my best efforts to provide timely documentation, extenuating circumstances led to the delay. I believe that my situation warrants a reconsideration of the penalties, and I have attached the documentation to support my request.

Thank you for your attention to this matter. I look forward to your prompt response and am hopeful for a favorable resolution.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]