

# Request for Reduction of Tax Penalties

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Dear [Tax Authority Contact Person/Department],

I am writing to formally request a reduction in the penalties associated with my tax account, [insert tax identification number or account number], for the tax year(s) [insert year(s)]. Due to [briefly explain reason for penalties, e.g., unforeseen circumstances, financial hardship], I have initiated a payment plan to settle my tax obligations.

As of [insert date], I have been diligently making payments according to the agreed schedule of the payment plan. I am committed to fully resolving my tax liabilities and would appreciate your consideration of a penalty reduction as a recognition of my efforts to comply with the payment plan.

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

Sincerely,

[Your Name]