

# Request for Reduction of Tax Penalties

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

[Recipient Name]  
[IRS or Tax Agency Name]  
[Agency Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a reduction of the tax penalties assessed against me in relation to my tax filings for the year [Year]. The penalties totaling [amount] were imposed due to circumstances beyond my control, primarily the result of incorrect tax advice I received from my tax advisor.

On [date], I sought guidance regarding my tax obligations, and I acted in good faith based on the information provided to me. Unfortunately, it has come to my attention that the advice given was inaccurate, leading to my noncompliance with tax regulations.

As evidence of the misinformation, I have attached [list any supporting documents, e.g., letters, emails, etc.]. Given this situation, I kindly request your consideration in reducing or waiving the penalties applied, as I have always strived to comply with tax laws and obligations.

Thank you for your understanding and for considering my request. I look forward to your favorable response. Please feel free to contact me at [your phone number] or [your email address] should you require any further information.

Sincerely,

[Your Name]