

# Request for Reduction of Tax Penalties

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Internal Revenue Service

[IRS Address]

[City, State, Zip Code]

Dear Sir/Madam,

I am writing to formally request a reduction of the tax penalties applied to my account due to unforeseen circumstances that have impacted my financial situation significantly.

During the tax filing period, I experienced [briefly explain the unforeseen circumstances, e.g., medical issues, job loss, etc.], which hindered my ability to meet the tax obligations on time. I have always prioritized my tax responsibilities, and this situation was entirely beyond my control.

I kindly ask that you review my circumstances and consider reducing or abating the penalties associated with my tax filing for [specify the tax year]. I have attached supporting documentation to provide evidence of my situation.

Thank you for your understanding and consideration. I hope for a favorable resolution to this request. Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Sincerely,

[Your Name]