

Request for Tax Penalties Reduction

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

To: [Tax Authority Name]

[Tax Authority Address]

[City, State, ZIP Code]

Subject: Request for Reduction of Tax Penalties

Dear [Tax Authority Contact Name],

I hope this letter finds you well. I am writing to formally request a reduction of the tax penalties imposed on my account due to my current financial hardship.

As a [briefly explain your occupation or situation], I have recently encountered unexpected financial difficulties, including [mention specific challenges such as loss of employment, medical emergencies, etc.]. These circumstances have severely impacted my ability to meet my tax obligations on time.

Despite my best efforts to comply with the tax requirements, I find myself unable to pay the penalties accrued during this challenging period. I am requesting your understanding and compassion, and I kindly ask for a reconsideration of the penalties assessed on my account.

Attached, you will find documents that explain my financial situation in further detail, including [list any supporting documents, such as pay stubs, medical bills, etc.]. I am hopeful that this information will encourage you to reconsider the penalties imposed.

Thank you for considering my request. I appreciate your time and understanding, and I look forward to your positive response.

Sincerely,

[Your Name]