

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 [IRS Representative's Name or "To Whom It May Concern"],

I hope this letter finds you well. I am writing to formally request a reduction in the penalties assessed on my tax account for the year [Year]. As a first-time offender, I sincerely regret any oversight that led to this situation.

Due to [briefly explain your situation, e.g., "unexpected financial difficulties" or "mistakes made due to misunderstanding of tax obligations"], I was unable to meet my tax responsibilities in a timely manner. I have always strived to comply with tax laws and fully understand the importance of meeting tax obligations.

I kindly ask for your consideration in reducing the penalties, given my status as a first-time offender and my willingness to rectify this matter promptly. I have already submitted my tax payment and am taking steps to ensure compliance in the future.

Thank you for your time and consideration. I look forward to your understanding and support. Please feel free to contact me at [Your Phone Number] or via email at [Your Email Address] should you require any further information.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]