

# Request for Reduction of Tax Penalties

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I hope this message finds you well. I am writing to formally request a reduction of the penalties assessed on my tax return for the year [Insert Year]. Unfortunately, I experienced significant medical emergencies during the filing period, which severely impacted my ability to meet the tax obligations.

As documented, [briefly describe the medical emergency, e.g., "I underwent major surgery that required extensive recovery time, resulting in missed deadlines."]. This unforeseen circumstance made it exceedingly difficult for me to gather the necessary documentation and fulfill my tax requirements on time.

Given these extraordinary circumstances, I kindly ask for your understanding and consideration in reducing the penalties. I have attached relevant medical documents to support my request.

Thank you for considering my situation. I appreciate your time and assistance in this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any additional information.

Sincerely,

[Your Name]