

# Request for Reduction of Tax Penalties

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Date: October 10, 2023

Internal Revenue Service

Address of the IRS Office

City, State, ZIP

Subject: Request for Reduction of Tax Penalties - Tax Year [Year]

Dear Sir/Madam,

I am writing to formally request a reduction of the penalties imposed on my tax account for the tax year [Year]. I understand that timely compliance with tax regulations is crucial, and I strive to meet all my obligations. Unfortunately, due to [brief explanation of circumstances, e.g., unexpected medical issues, loss of employment], I was unable to file and pay my taxes on time.

Since becoming aware of this oversight, I have taken steps to rectify my situation, including:

- Filing the outstanding return on [date].
- Paying the owed taxes, totaling [\$amount], in full on [date].
- Participating in a tax compliance workshop to enhance my understanding of tax responsibilities.

I believe these actions demonstrate my commitment to compliance and my genuine efforts to resolve the issue. As supporting evidence, I have included:

- Copy of the filed tax return.
- Payment confirmation receipt.
- Documentation of circumstances that led to the delay, including [specific documents, e.g., medical records, layoff notice].

Given my demonstrated compliance following the incident and my commitment to fulfilling my tax obligations, I kindly request that you consider reducing or waiving the penalties assessed against my account. I appreciate your understanding and consideration of my request.

Thank you for your attention to this matter. I look forward to your favorable reply.

Sincerely,

John Doe