

Request for Waiver of Tax Penalty

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Subject: Request for Waiver of Tax Penalty Due to Income Discrepancies

Dear [Tax Authority Official's Name],

I am writing to formally request a waiver of the tax penalty imposed on my account, [Your Tax Identification Number], due to discrepancies in reported income for the tax year [Insert Year].

Upon receiving my tax notice, I noticed that the discrepancies were a result of [briefly explain the reason, e.g., issues with payment records, delayed documentation from employer, etc.]. I have attached supporting documents that outline my financial situation and prove that the discrepancies were unintentional.

Given my current circumstances and the rectification steps I have taken, including [mention any payments made or corrections submitted], I kindly request your consideration for waiving the penalties associated with my tax return.

Thank you for taking the time to review my request. I am hopeful for a positive resolution. Should you require any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]