

Tax Penalty Waiver Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Subject: Request for Tax Penalty Waiver Due to Financial Hardship

Dear [Tax Authority Representative's Name],

I hope this letter finds you well. I am writing to formally request a waiver of the tax penalties incurred for the tax year [insert tax year], under the grounds of financial hardship.

Due to [briefly explain your situation, e.g., job loss, medical expenses, etc.], I have been facing significant financial difficulties, which have made it impossible for me to meet my tax obligations on time. I have attached relevant documentation to support my claims of financial hardship.

I am committed to fulfilling my tax responsibilities and have already taken steps to rectify my situation. Your consideration of this request would greatly assist me in moving forward and regaining my financial stability.

Thank you for your understanding and support. I look forward to your positive response.

Sincerely,

[Your Name]