

Request for Tax Penalty Waiver

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Internal Revenue Service
Address of the IRS office
City, State, Zip Code

Dear Sir/Madam,

I am writing to formally request a waiver of the tax penalty that has been imposed on my account due to filing errors for the tax year [YEAR]. I acknowledge that the errors occurred due to [briefly explain the reason, e.g., misunderstanding of tax regulations, miscommunication, etc.], and I have taken [mention any corrective actions taken] to rectify the situation.

As a responsible taxpayer, I have always strived to comply with tax regulations and maintain accurate records. This incident was an unintentional oversight, and I sincerely request your consideration for the waiver of the penalty.

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

Sincerely,
[Your Name]