

# Request for Tax Penalty Waiver

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Tax Authority's Name]

[Tax Authority's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a waiver for the tax penalties assessed against me for the tax year [Insert Tax Year]. As a first-time offender, I sincerely apologize for the oversight that led to these penalties and assure you that it was never my intention to avoid my tax obligations.

My tax records indicate that I have consistently complied with my tax responsibilities over the past years. [Provide any explanations, such as financial hardships, illness, or confusion about tax regulations, that contributed to the situation]. I kindly ask for your understanding and consideration in waiving these penalties.

Thank you for your time and attention to this matter. I hope to hear from you soon regarding my request.

Sincerely,

[Your Name]