

# Tax Penalty Waiver Request Following Natural Disaster

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

## Department of Revenue

[Department Address]

[City, State, Zip Code]

Subject: Request for Tax Penalty Waiver

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a waiver for tax penalties incurred as a result of [specify the natural disaster, e.g., Hurricane XYZ] that affected my area on [date of disaster].

Due to the severe impact of the disaster, I faced significant challenges including [briefly outline the issues faced, e.g., property damage, loss of income, etc.]. Consequently, I was unable to meet my tax obligations for the fiscal year [year].

Given these circumstances, I kindly ask for your understanding and support in waiving any penalties that have been assessed. I have included [mention any attached documentation, e.g., proof of disaster impact, tax returns, etc.] that substantiate my request.

Thank you for considering my request. I appreciate your attention to this matter and look forward to your favorable response.

Sincerely,

[Your Name]