

Tax Penalty Waiver Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To Whom It May Concern,

I am writing to formally request a waiver of the penalties associated with my tax return for the year [Insert Year]. I have always made a genuine effort to comply with all tax laws and regulations; however, I recently discovered that I made an honest mistake on my tax filings due to [briefly explain the reason, e.g., misunderstanding of regulations, clerical error, etc.].

As soon as I became aware of this error, I took immediate steps to correct it by [describe actions taken, e.g., submitting an amended return, paying owed taxes, etc.]. I sincerely regret any inconvenience this may have caused and assure you that it was not intentional.

Given my history of compliance with tax obligations and the nature of this mistake, I kindly request that you consider waiving the penalty imposed. I appreciate your understanding and consideration of my situation.

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

Warm regards,

[Your Signature (if sending by mail)]

[Your Name]