

Appeal for Late Submission of Excise Tax Return

Date: [Insert Date]

To,

The Revenue Officer,
[Department Name]
[Office Address]
[City, State, Zip Code]

Subject: Appeal for Late Submission of Excise Tax Return for the Period Ending [Insert Date]

Dear [Revenue Officer's Name],

I hope this letter finds you well. I am writing to formally appeal the penalties associated with the late submission of my excise tax return for the period ending [Insert Date]. My tax identification number is [Insert TIN].

The reason for the delay in submission was [briefly explain the reason for the late submission, e.g., unexpected circumstances, illness, or other valid reasons]. I understand the importance of timely submissions and sincerely apologize for any inconvenience caused.

In light of the circumstances, I kindly request that you reconsider the penalties imposed and allow for the waiver of any late fees associated with this return.

Thank you for considering my appeal. I appreciate your understanding and support in this matter. I am looking forward to your positive response.

Sincerely,

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]