

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Tax Authority's Name]
[Tax Authority's Address]
[City, State, Zip Code]
Subject: Appeal for Income Tax Penalty - [Your Tax Identification Number]
Dear [Tax Authority's Name or Title],
I am writing to formally appeal the penalty assessed against me for the
[specific tax year] concerning my income tax return, reference number
[insert reference number].
I wish to explain the circumstances that led to this penalty and request
a reconsideration of my case. [Briefly explain the reason for the penalty
and your circumstances, including any relevant details that justify your
appeal.]
I have always aimed to comply with tax regulations and have filed my
taxes in a timely manner. Upon realizing the issue, I have taken steps to
rectify it, including [mention any actions taken to correct the
situation].
I kindly request that you review my case and consider waiving the
penalty. I appreciate your attention to this matter and look forward to
your understanding and support.
Thank you for your consideration.
Sincerely,
[Your Name]
[Your Signature (if sending a hard copy)]
[Your Tax Identification Number]