

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

Lembaga Hasil Dalam Negeri (LHDN)
[Relevant Department or Officer's Name]
[Office Address]
[City, State, Zip Code]

Subject: Appeal Against Penalties - [Your Tax Identification Number/NRIC]

Dear [Officer's Name/Department],

I hope this letter finds you well. I am writing to formally appeal against the penalties imposed on my account for [specific reasons for the penalties, e.g., late submission of tax return, underpayment of tax, etc.], as outlined in your letter dated [date of the penalty letter].

[Briefly explain the circumstances that led to the penalties, including any extenuating factors that may have contributed to the situation. Be honest and concise, providing relevant details but avoiding unnecessary information.]

I understand the importance of complying with tax regulations and have always strived to fulfill my obligations. [If applicable, mention any previous good standing or compliance history with LHDN.]

I kindly request that you reconsider the penalties based on the circumstances mentioned above. I am committed to rectifying the situation and ensuring compliance moving forward.

Thank you for your attention to this matter. I look forward to your understanding and a favorable response.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]