

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

[Recipient's Name]  
[Recipient's Title]  
[Department/Agency Name]  
[Department/Agency Address]  
[City, State, ZIP Code]  
Subject: Petition for Tax Relief

Dear [Recipient's Name],

I am writing to formally request tax relief for [specific tax year or period] due to [brief explanation of circumstances, e.g., financial hardship, medical issues, etc.].

[Paragraph detailing your situation, including any relevant details that support your request, such as loss of income, unexpected expenses, etc. Be sure to include any documentation as needed.]

I kindly ask for your understanding and consideration regarding my request for relief. I believe that this relief will greatly assist me in managing my [financial situation/obligations].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Tax Identification Number (if applicable)]