

# Penalty Abatement Request

Date:

To: Internal Revenue Service

Address:

Subject: Penalty Abatement Request

Dear IRS Officer,

I am writing to formally request an abatement of penalties associated with my account.

Name:

SSN or Taxpayer ID:

Tax Year(s):

Please find below my explanation and reason for this request:

Thank you for your time and consideration.

Sincerely,

Phone:

Email: