

<<DATE>>

Penalty Abatement Coordinator
IRS Campus
(address given on notice or directly to your revenue officer)

From: John Doe
123 ABC Street
Any State, USA
SSN: 123-45-6789

To Whom It May Concern,

This correspondence is my official request for an abatement of penalties in the amount of \$<<dollar amount>> as assessed in the enclosed notice dated <<date>>

The reason I _____

- Paid late <<Tax Year>>
- Filed late <<Tax Year>>
- Failed to report income <<Tax Year>>

Was because I _____ (explain hardship in detail, and how this prevented you from carrying out regular financial responsibilities).

- Had a serious medical condition or disease
- House was lost or damaged in fire
- House was lost or damaged in flood
- Documents were stolen or damaged
- Death of a close family member

Please find the enclosed documents listed below to support this claim.

- Death certificate of a family member
- Letter from a doctor stating the conditions of your illness that prevented you from carrying out normal financial responsibilities
- Picture(s) of house fire or flood
- Insurance or police notice of theft of private property and documents
- Any other proof that may support your claim

Please accept my request for relief of penalties owed due to a reasonable cause. Under penalties of perjury, I declare the facts stated above and accompanying documents are complete, true, and correct to the best of my knowledge.

Should you have any questions or need any more information, you can reach me at <<Best Phone Number>>. I have also enclosed a payment that covers the amount of taxes I owe, less the penalty portion.

Sincerely,

<<Name>>