Disclaimer: For educational purposes only. Seek professional attorney or Certified Public Accountant. No guarantees provided. Use at your own risk.

Client name

X

X

Department of the Treasury

Internal Revenue Service Center

XXXX

**Taxpayer:**

**Social:**

**Phone:**

**Tax Years:**

**Form:**

**Purpose: Penalty abatement request**

**Extension filed:**

To Whom It May Concern:

Taxpayer requests an abatement of any penalties and interest arising from the filing of his/her XXXX tax returns. Taxpayer has acted in good faith and hired a XXXX to catch up these XXXX tax years. No prior requests for penalty or interest abatement have been made to date. Taxpayer has promised XXXX to make estimated tax payments and timely filings from now on.

Thank you for your time and consideration. If there are any questions, please contact the taxpayer.

Sincerely,

XXXX

CC: XXXX