

## IRS Penalty Abatement Letter Template

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This is a branded sample letter for requesting IRS penalty abatement based on First-Time Abatement or Reasonable Cause.

To Whom It May Concern,

I am writing to request abatement of penalties assessed on [Insert Tax Year(s)] under the IRS First-Time Abatement policy and/or based on reasonable cause. [Insert explanation and supporting documentation here.]

Sincerely,

[Your Name]

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