**[Date]**

**[Add Address of IRS where you normally file]**

Re: Request for Penalty Abatement, 2008 Form 1040 Individual Taxes **[Change to year you are requesting for]**, John Doe, Primary SSN# **[Add your SSN]**

Dear Sir or Madam,

For Tax Year 2008, Form 1040, I request that all failure to pay and failure to file penalties be abated based on the foregoing reasons. For the years 2005, 2006, and 2007 **[adjust to whichever three years are prior to the year you are requesting for]**, no penalties were assessed on my account. Therefore, I should be entitled to an abatement of penalties based on their prior compliance.

Should any additional documentation or explanation be needed, please contact me at the above mailing address or by phone at [Instert your phone number]. Thank you for your consideration of this request.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **[Sign]**

**[Your Name]**