

To: Penalty Abatement Coordinator  
XXX State department of Taxation  
Fax: 123 456 7890

Re: Request for Penalty Abatement

From: Bobby Aurora  
60 Wall Street,  
New York, NY 10005  
SSN: XXX-XX-1234

January 09, 2016

To Whom It May Concern:

I am writing to request an abatement of penalties in the amount of \$74.06 (\$50 Penalty and \$24.06 Late Payment Penalty) as assessed in Assessment # 150022384500.

Here is a brief background: I filed my 2013 taxes on time. On Oct 16, 2013 – you asked for copies of some documents (W-2 and others). Like any responsible citizen – I immediately sent you the copies on Nov 1, 2013. After that I did not hear from you for a while so I assumed that the matter is closed.

Then suddenly on August 19, 2015 I received a notice of assessment with the penalty and late payment penalty.

It appears to me that some communication sent to me by Ohio department of taxation between Nov 1, 2013 and August 19, 2015 might have been misplaced in mail.

It would be very harsh on me if this penalty is not waived.

Sincerely,

Bobby Aurora