

[Company Name] [Company Address] [City, State ZIP] [Contact Phone Number]
[Contact Email]

[Date]

Internal Revenue Service [IRS Address from your notice]

RE: Request for Penalty Abatement - [EIN Number] Form 1120S for Tax Year:
[Year]

Dear IRS Representative:

I am writing on behalf of [Company Name] to request an abatement of the failure to file penalty assessed for our S Corporation tax return (Form 1120S) for the [Year] tax year under the First Time Abatement program.

Our company has been a compliant taxpayer with a clean compliance history. Prior to this incident, we have: - Filed all required business tax returns on time for the past three years - Had no prior penalties assessed against us

The late filing occurred due to [briefly explain the reason - staff turnover, miscommunication with accountant, unexpected business crisis, etc.]. We have since implemented the following procedures to ensure timely filing in the future: - [Explain new procedures, such as calendar reminders, new accounting software, hiring a tax professional, etc.]

We understand that S Corporations must file timely returns even though they are flow-through entities that don't pay tax at the corporate level. We respectfully request that the penalty be abated under the IRS First Time Abatement policy, as this is the first time our company has had any compliance issues.

Thank you for your consideration of this request. If you need any additional information, please contact me at [contact phone number] or [contact email].

Sincerely,

[Signature] [Printed Name] [Title]