# How to write a letter requesting abatement of penalties & interest.

1. Write a letter addressed to the revenue officer working your case.
2. In the letter you must specifically request abatement of *penalties & interest*.
3. Explain what happened to cause the penalties & interest to the best of your knowledge. If you don’t know what happened & believe you did everything correctly, state that.
4. Lastly, you must put a statement similar to:

“Under penalty of perjury, all statements are true & correct to the best of my knowledge.”

1. Sign the letter & date it.

*FYI, it is very hard to get penalties abated & even harder to get interest abated. Most times, in a situation where there has been an ongoing issue, penalties will only be abated for the first period and maybe the second. After that, it is the opinion that the person responsible should have caught the problem by then.*