

Your Names,
Postal Address,
Mobile Number,
Date.

The Station Manager,
Kenya Revenue Authority,
"Your Tax Station"
Domestic Tax Department (DTD)

RE: APPLICATION FOR WAIVER ON PENALTY FOR THE YEAR "2017" ON PIN NUMBER A000000000B

I am hereby writing this letter to request for waiver for my KRA PIN number **A000000000B** under the Income Tax Resident Individual obligation. I was unable to file my returns for the year "2017" as I was still in University pursuing my studies.

At the time I got the KRA PIN number I did not a source of Income and was still in University. I have also attached my academic transcripts to confirm the same.

"" {Give more reasons why you require waiver on the penalty accrued. Explain your reasons well so as to get the waiver application approved.} ""

I am hereby writing this letter requesting your humble office for waiver on the above penalty. I look forward to your response to this urgent matter .

Yours faithfully,

"Your Name"

"Signature"

"Your KRA PIN Number"