

Compromise Offer for Tax Liabilities

Date: [Insert Date]

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number

[Tax Authority Name]
[Tax Authority Address]
City, State, Zip Code

Subject: Offer in Compromise for Tax Liabilities

Dear [Tax Official's Name],

I am writing to formally submit an Offer in Compromise regarding my outstanding tax liabilities for the tax year(s) [Insert Tax Year(s)]. My Tax Identification Number is [Insert TIN].

Due to [briefly explain your financial hardship or circumstances], I am unable to pay the full amount owed. After carefully assessing my financial situation, I am proposing a settlement amount of [Insert Offer Amount]. I believe this amount reflects my current financial capacity.

Enclosed with this letter, you will find all supporting documentation, including:

- Proof of income
- Proof of expenses
- Financial statements

I hope you will consider my offer favorably, as it will allow me to move forward and settle my tax obligations. Please feel free to contact me at [Insert Phone Number] or [Insert Email Address] should you require any additional information or documentation.

Thank you for your consideration.

Sincerely,

[Your Name]