

Request for Payment Plan of Tax Penalty

Date: [Insert Date]

To: [Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Dear [Tax Authority Contact Name],

I am writing to formally request a payment plan for the tax penalty assessed on my account, [Insert Account Number or Tax ID]. Due to [brief explanation of financial circumstance], I am unable to pay the full amount at this time.

The total amount of the penalty is [Insert Penalty Amount]. I propose a payment plan consisting of [Insert Proposed Payment Amount] per month until the penalty is paid in full. I believe this is a feasible amount considering my current financial situation.

I appreciate your understanding and consideration of my request. I am committed to fulfilling my obligations and hope to resolve this matter amicably.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] to discuss this further.

Thank you for your attention to this matter.

Sincerely,

[Your Full Name]

[Your Address]

[City, State, Zip Code]