

Overdue Tax Payment Appeal

[Your Name] [Your Address] [City, State, Zip Code] [Email Address] [Phone Number] [Date]

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

Dear [Tax Authority Official's Name],

I am writing to formally appeal the overdue tax payment notice I recently received regarding my tax obligations for the year [insert tax year]. My account number is [insert account number]. Due to unforeseen circumstances, I am currently facing financial hardship that has made it extremely difficult for me to meet my tax obligations.

Due to [briefly explain your hardship, e.g., job loss, medical expenses, etc.], I have been unable to secure the necessary funds to settle my overdue tax balance by the designated due date. I take my tax responsibilities seriously and wish to maintain compliance, but my situation has left me in a difficult position.

In light of these circumstances, I respectfully request a reconsideration of my payment terms, which may include an extension or an installment payment plan. I am committed to resolving my tax debt and would greatly appreciate your support and understanding during this challenging time.

Thank you for your consideration of my appeal. I am hopeful for a positive resolution and am open to any suggestions that may facilitate my payment of the overdue amount. I look forward to your prompt response.

Sincerely,

[Your Name]