

Installment Agreement for Tax Liabilities

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

Internal Revenue Service
[IRS Address]
[City, State, Zip Code]

Subject: Request for Installment Agreement for Tax Liabilities

Dear [IRS Agent's Name or "To Whom It May Concern"],

I am writing to formally propose an installment agreement regarding my outstanding tax liabilities for the tax year [insert tax year(s)]. My Social Security Number is [insert SSN or ITIN].

Due to [briefly explain your situation, e.g., financial hardship, unexpected expenses], I am currently unable to pay the full amount owed. The total amount of my tax liability is [insert amount], and I would like to propose payments of [insert proposed monthly payment] per month.

If this proposal is acceptable, I am willing to make my first payment on [insert date]. I believe that with these manageable monthly payments, I will be able to fulfill my obligations in a timely manner.

Please find attached any necessary documentation to support my request including [list any documents attached, e.g., financial statements, proof of hardship].

Thank you for considering my request. I appreciate your understanding and assistance regarding my tax obligations. I look forward to your prompt response.

Sincerely,
[Your Name]
[Signature (if sending a hard copy)]