

Installment Payment Plan Agreement

Date: [Insert Date]

[Taxpayer's Name]
[Taxpayer's Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

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

Dear [Tax Authority's Name],

Subject: Request for Installment Payment Plan for Tax Dues

I am writing to formally request an installment payment plan for my outstanding tax dues totaling [Insert Amount Due]. I would like to propose the following terms of payment:

- Initial Payment: [Insert Initial Payment Amount] due on [Insert Due Date]
- Monthly Payment Amount: [Insert Monthly Payment Amount]
- Number of Installments: [Insert Number of Payments]
- Final Payment Due Date: [Insert Final Due Date]

I appreciate your consideration of this request and look forward to your prompt response. Should you require any further information, please do not hesitate to contact me.

Thank you for your understanding and assistance in this matter.

Sincerely,

[Your Name]
[Your Title, if applicable]
[Your Signature, if sending a hard copy]