

IRS Installment Agreement Application

[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

Dear Sir/Madam,

I am writing to formally request an installment agreement for my outstanding tax liability (Taxpayer Identification Number: [Your TIN]). I am unable to pay the full amount due of [Amount Owed] at this time but would like to make monthly payments.

To accommodate my financial circumstances, I propose a monthly payment of [Proposed Monthly Payment] until the balance is paid in full. I have enclosed Form 9465, Installment Agreement Request, for your review.

Thank you for considering my request. I look forward to your favorable response.

Sincerely,

[Your Signature]

[Your Printed Name]