

# Request for Monthly Tax Debt Payments

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Tax Authority Name]

[Authority Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the option to set up a monthly payment plan for my outstanding tax debt. My taxpayer identification number is [Your Tax ID Number]. Due to [briefly explain your financial situation], I am unable to pay the full amount at this time.

I propose to make monthly payments of [proposed payment amount] until the debt is settled. I believe this arrangement will allow me to fulfill my obligations while managing my financial situation responsibly.

Thank you for considering my request. I look forward to your positive response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any further information.

Sincerely,

[Your Name]