

Tax Debt Repayment Plan Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[IRS Address or Tax Agency Name]

[IRS Address Line 1]

[City, State, Zip Code]

Dear [Tax Agency Representative's Name],

I am writing to formally request a repayment plan for my tax debt, which totals [\$Amount Due]. Due to [brief explanation of circumstances], I am unable to pay this amount in full at this time.

I would like to propose a repayment plan of [\$Proposed Monthly Payment] per month, beginning on [Proposed Start Date]. I believe this plan will allow me to meet my obligations while maintaining my financial stability.

I appreciate your consideration and am willing to provide any additional information or documentation you may need to support my request.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]