

# Tax Debt Settlement Payment Plan

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

## **Subject: Request for Tax Debt Settlement Payment Plan**

Dear [Tax Authority Contact Name],

I am writing to formally request a payment plan for my outstanding tax debt with account number [Your Account Number]. Due to [brief explanation of financial hardship], I am unable to pay the full amount owed at this time.

I propose to pay my tax debt in installments of [proposed amount] per month, starting from [start date], until the total debt is settled. This payment plan will enable me to manage my finances while fulfilling my tax obligations.

Please find attached my financial disclosure, including income, expenses, and any other relevant information to support my request. I appreciate your understanding and consideration of my situation.

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

Sincerely,

[Your Name]