

Dear [Tax Authority's Name]

I hope this message finds you well. I am writing to respectfully appeal for your understanding regarding my tax dues for the year [Year]. Due to [brief explanation of circumstances, e.g., unexpected financial hardship, medical expenses], I am unable to settle my tax obligations in full at this time.

My tax ID is [Your Tax ID Number], and I have made efforts to address this matter by [mention any previous attempts to resolve the issue, such as making partial payments or contacting a tax advisor]. I kindly request your assistance in possibly arranging a payment plan or considering a temporary reprieve until my financial situation stabilizes.

I appreciate your attention to this matter and hope for a favorable response. Please feel free to reach me at [Your Phone Number] or [Your Email Address] if you need any further information.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]