

Inquiry for Flexible Tax Payment Options

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the availability of flexible tax payment options for the upcoming tax season. Due to [briefly explain your situation, e.g., unforeseen financial circumstances], I am seeking alternatives that may allow me to manage my tax obligations more effectively.

Could you please provide information on any available flexible payment plans or programs that may assist me in this regard? Additionally, I would appreciate guidance on the application process for such options.

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

Sincerely,

[Your Name]