

# Proposal for Installment Tax Payment Arrangement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Dear [Tax Authority Contact Name],

I am writing to formally propose an installment payment arrangement for my outstanding tax obligations. Due to [brief explanation of financial circumstances], I am presently unable to pay the total amount owed in a single payment.

I would like to propose a payment plan as follows:

- Total Amount Owed: \$[Insert Amount]
- Proposed Monthly Payment: \$[Insert Amount]
- Number of Installments: [Insert Number]
- Proposed Start Date: [Insert Date]

I believe this arrangement will allow me to fulfill my obligations while maintaining a manageable financial situation. I appreciate your consideration of my request and look forward to your response.

Thank you for your understanding.

Sincerely,

[Your Name]