

Request for Partial Tax Payment Plan

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Internal Revenue Service

[IRS Address]

[City, State, Zip Code]

Subject: Request for Partial Tax Payment Plan

Dear [IRS Representative's Name],

I am writing to formally request a partial payment plan for my tax obligations. My Taxpayer Identification Number is [Your TIN]. Due to [briefly explain financial situation or hardship], I am currently unable to pay the full tax amount due.

I would like to propose a payment plan that allows me to make smaller, more manageable payments of [proposed amount] per month. I believe this will enable me to meet my obligations while managing my financial situation effectively.

Thank you for considering my request. I look forward to your understanding and support in this matter. Please feel free to contact me at [your phone number] or [your email address] should you need any further information.

Sincerely,

[Your Name]