

Request for Temporary Tax Payment Relief

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 Name or Title],

I hope this letter finds you well. I am writing to formally request a temporary relief on my tax payments due to [brief explanation of your circumstances, e.g., "financial hardships caused by the recent economic downturn."].

My details are as follows:

- Name: [Your Full Name]
- Tax Identification Number: [Your TIN]
- Tax Year: [Specify Tax Year]

Due to [specific reasons such as loss of income, medical emergencies, etc.], I am currently unable to meet my tax obligations. I kindly ask for your consideration in granting me a temporary relief period of [duration you are requesting] during which I can stabilize my financial situation.

Enclosed are relevant documents to support my request, including [list of documents such as income statements, medical bills, or any other supporting evidence].

I appreciate your attention to this matter and look forward to your positive response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need any further information.

Thank you for considering my request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]