

# Tax Arrears Payment Arrangement Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Business Name]

[Your Business Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Payment Arrangement Regarding Tax Arrears

I am writing to formally request a payment arrangement for the outstanding tax arrears owed by [Your Business Name]. Due to [brief explanation of circumstances, e.g., economic downturn, loss of clients], we have encountered difficulties in settling our tax obligations.

As of [insert date], our outstanding tax balance is [insert amount]. We are committed to resolving this debt and propose to make monthly payments of [insert proposed amount] starting on [insert proposed start date] until the balance is cleared.

We appreciate your understanding and support during this challenging time and hope to find a mutually agreeable solution. Please contact me at your earliest convenience to discuss this proposal further.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Business Name]