

Tax Arrears Payment Installment Agreement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Subject: Request for Installment Agreement on Tax Arrears

Dear [Tax Authority Representative's Name],

I am writing to request an installment agreement regarding my outstanding tax arrears under taxpayer ID [Your Tax ID Number]. Due to [brief explanation of circumstances, e.g., financial hardship, job loss], I am currently unable to pay the total amount owed in one payment.

I propose the following payment plan:

- Total Amount Owed: \$[Total Amount]
- Proposed Monthly Payment: \$[Proposed Amount]
- Number of Payments: [Number of Payments]
- First Payment Due Date: [First Payment Date]

I appreciate any consideration you can give to this request. I am committed to fulfilling my tax obligations and believe this agreement will allow me to do so in a manageable way.

Thank you for your understanding. I look forward to your prompt response.

Sincerely,

[Your Name]