

Tax Arrears Payment Plan Proposal

[Your Business Name]

[Your Business Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

To Whom It May Concern,

Subject: Proposal for Tax Arrears Payment Plan

We are writing to formally propose a payment plan regarding our outstanding tax arrears. We recognize our obligation in this matter and are committed to resolving it in a manageable manner.

Tax Account Information:

- Account Number: [Your Tax Account Number]
- Outstanding Balance: [Total Amount Owed]
- Tax Period: [Years Involved]

We kindly request to set up a payment plan as follows:

- Total Amount Owed: [Total Amount]
- Proposed Payment Amount: [Monthly Payment Amount]
- Proposed Payment Start Date: [Start Date]
- Number of Installments: [Number of Months]

We believe this payment plan will allow us to settle our tax obligations while maintaining our business operations. We appreciate your understanding and consideration in this matter.

Thank you for your attention. We look forward to your prompt response regarding our proposal.

Sincerely,

[Your Name]

[Your Position]

[Your Business Name]