

# Request for Tax Arrears Payment Plan

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Tax Office Name  
Tax Office Address  
City, State, Zip Code

Dear [Tax Office Name],

I am writing to formally request a payment plan regarding my tax arrears for the tax year(s) [Year(s)]. Due to [briefly explain your circumstances, e.g., financial hardship, loss of employment], I am unable to pay the total amount owed at this time.

I would like to propose a payment plan that would allow me to pay off my tax arrears in a manageable way. I am proposing to pay [proposed amount] per month, starting [start date], until the total amount owed is paid off. I believe this plan is reasonable given my current financial situation.

Please find attached any documents that support my request, including [mention any attached documents like income statements, proof of hardship, etc.]. I appreciate your understanding and consideration of my request.

I look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

Your Name