

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Subject: Request for Financial Hardship Tax Settlement

Dear [Tax Authority Official's Name],

I hope this letter finds you well. I am writing to formally request a tax settlement due to my current financial hardship. My tax identification number is [Your Tax ID Number], and I have been facing significant financial challenges, which have made it increasingly difficult for me to meet my tax obligations.

Due to [briefly explain your circumstances, e.g., job loss, medical emergencies, etc.], my financial situation has deteriorated, and I am unable to pay the full amount of my tax liability of [amount owed].

I am seeking to settle my tax debt for an amount that reflects my current financial ability to pay. After careful consideration of my financial situation, I propose a settlement amount of [proposed settlement amount]. I believe this is a reasonable offer given my circumstances.

I am willing to provide any documentation you may require to support my claim of financial hardship, including [list any supporting documents, e.g., income statements, medical bills, etc.]. I kindly ask for your understanding and support during this challenging time.

Thank you for considering my request. I hope to resolve this matter amicably and look forward to your prompt response.

Sincerely,

[Your Name]