

Settlement Request for Tax Obligations

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

[Tax Authority Name]
[Tax Authority Address]
[City, State, Zip Code]

Subject: Settlement Request for Tax Obligations

Dear [Tax Authority Contact/Department],

I am writing to formally request a settlement regarding my outstanding tax obligations for the tax year [Tax Year]. Due to [briefly explain your circumstances, e.g., financial difficulties, medical emergencies, etc.], I am unable to pay the full amount due.

Currently, my account reflects a balance of [amount owed]. I am seeking to [propose a settlement amount or payment plan]. This arrangement would allow me to fulfill my obligations while considering my current financial situation.

I appreciate your understanding and attention to this matter. I am hopeful that we can come to a mutually agreeable resolution. Please let me know if you need any further information or documentation to support my request.

Thank you for your consideration.

Sincerely,
[Your Name]