

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Internal Revenue Service

[IRS Address]

[City, State, Zip Code]

Subject: Offer in Compromise

Dear Sir/Madam,

I am writing to formally submit an Offer in Compromise for my federal tax liability under my taxpayer identification number [Your TIN/SSN]. Due to [briefly explain your financial situation, e.g., unexpected expenses, loss of income], I am unable to pay my tax obligations in full.

As per IRS guidelines, I would like to propose a settlement amount of [Proposed Amount]. This amount reflects my current financial situation and is the highest amount that I can pay considering my income and expenses.

Enclosed are all the necessary documentation, including Form 656, Form 433-A/OIC, and my financial statements, which detail my financial situation. I believe that accepting this offer would be in the best interest of both parties given my current circumstances.

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

Sincerely,

[Your Signature]

[Your Printed Name]