

Settlement Offer for Tax Liability

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[IRS Address or Tax Authority Name]

[Address]

[City, State, Zip Code]

Dear [Tax Authority Contact/Title],

Subject: Settlement Offer for Tax Liability - [Your Tax Identification Number]

I am writing to propose a settlement regarding my outstanding tax liability for the tax year(s) [insert relevant year(s)]. Due to [briefly explain your financial situation or hardship], I am unable to pay the full amount currently owed.

After reviewing my financial situation, I am offering to settle my tax liability for the amount of [insert proposed settlement amount] as a full and final resolution. I believe this amount is reasonable considering my circumstances and I hope we can come to an agreement.

I have attached [any supporting documents such as financial statements or hardship letters] for your consideration.

Thank you for your time and understanding. I look forward to your response and hope we can reach a mutually beneficial agreement.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]