

# Inquiry Regarding Tax Debt Abatement

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Tax Authority Name]

[Authority Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the possibility of tax debt abatement for my account, [Your Tax Account Number], which is currently in arrears.

Due to [brief explanation of your circumstances, e.g., financial hardship, unexpected expenses], I am seeking information on available options for abatement or reduction of the tax debt owed.

I would greatly appreciate it if you could provide me with details regarding the abatement process, eligibility criteria, and any necessary documentation I might need to submit for consideration.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]