

Application for Tax Payment Installment Agreement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

To,

[Tax Authority Name]

[Tax Authority Address]

[City, State, ZIP Code]

Subject: Application for Tax Payment Installment Agreement

Dear [Tax Authority Official's Name],

I am writing to formally request an installment agreement for the payment of my outstanding tax liability for the tax year [insert year]. Due to [briefly explain your financial situation, e.g., loss of income, medical expenses], I am unable to pay the full amount owed at this time.

The total amount due is [insert amount]. I am proposing to make monthly payments of [insert proposed monthly payment] starting on [insert start date]. I believe that this arrangement will enable me to fulfill my tax obligations while managing my financial situation.

I have attached the necessary documentation to support my request, including [list any supporting documents, e.g., pay stubs, bank statements].

I appreciate your consideration of my request. Please feel free to contact me at [your phone number] or [your email address] to discuss this matter further.

Thank you for your understanding and assistance.

Sincerely,

[Your Name]