

Confirmation of Tax Payment Installment Agreement

Date: [Insert Date]

To: [Taxpayer's Name]

[Taxpayer's Address]

[City, State, Zip Code]

Dear [Taxpayer's Name],

We are writing to confirm your tax payment installment agreement with [Tax Authority Name]. Your application has been approved, and your payment plan has been established as follows:

- Account Number: [Insert Account Number]
- Total Tax Due: \$[Insert Amount]
- Number of Installments: [Insert Number]
- Installment Amount: \$[Insert Amount]
- First Payment Due Date: [Insert Due Date]
- Subsequent Payment Due Dates: [Insert Dates]

Please ensure that your payments are made on or before the due dates to avoid any penalties or additional interest.

If you have any questions or need further assistance, feel free to contact us at [Insert Contact Number] or [Insert Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Tax Authority Name]

[Tax Authority Address]