

Demand for Tax Installment Payment Terms

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Tax Agency Name]

[Agency Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the establishment of installment payment terms for the outstanding tax liability I currently owe to [Tax Agency Name].

Due to [brief explanation of your circumstances, e.g., unexpected financial difficulties, loss of income, etc.], I am unable to pay the full amount owed at this time. Therefore, I would like to propose a payment plan of [insert proposed amount] every [insert timeframe, e.g., month, bi-weekly, etc.] until my outstanding balance is resolved.

I believe that this arrangement will allow me to meet my tax obligations while also maintaining my financial stability. I kindly ask you to review my request and provide guidance on how we can proceed with this arrangement.

Thank you for your consideration and understanding. I look forward to your prompt response.

Sincerely,

[Your Name]