

Request for Monthly Tax Payment Plan

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Tax Department Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a monthly payment plan for my tax obligations. Due to [brief explanation of your financial circumstances], I am currently unable to pay the total amount owed in a single payment.

My tax account number is [Your Tax Account Number] and the total amount owed is [Total Amount]. I would greatly appreciate the opportunity to pay this amount in monthly installments, which would significantly ease my financial burden.

Thank you for considering my request. I look forward to your favorable response.

Sincerely,

[Your Name]