

Notification of Tax Payment Installment Proposal

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We are writing to inform you about your pending tax obligations and to propose an installment payment plan that would allow you to manage your payments more effectively.

As of [Insert Date], your outstanding tax balance is [Insert Amount]. To assist you in fulfilling your tax obligations, we propose the following installment plan:

- Total Amount Due: [Insert Amount]
- Proposed Installment Amount: [Insert Amount] per month
- Number of Installments: [Insert Number]
- First Payment Due Date: [Insert Date]

Please review this proposal and respond by [Insert Response Deadline]. Should you require any adjustments to the proposed terms or have any questions, do not hesitate to contact our office at [Insert Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]