

Request for Tax Debt Installment Payment Plan

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request an installment payment plan for my outstanding tax debt. My taxpayer identification number is [Insert TIN/SSN].

Due to [brief explanation of your financial situation], I am unable to pay the full amount owed at this time. I would like to propose a monthly payment of [Insert proposed amount] until the balance is paid in full.

I appreciate your consideration of my request and look forward to your prompt response. If additional information or documentation is required, please let me know.

Thank you for your attention to this matter.

Sincerely,

[Your Name]