

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company/Agency Name]

[Recipient's Address]

[City, State, Zip Code]

## **Subject: Resolution of Business Tax Liability**

Dear [Recipient's Name],

I am writing on behalf of [Your Company Name] regarding our outstanding tax liability for the year [Tax Year]. We understand the importance of addressing this issue promptly and respectfully.

After reviewing our records and corresponding with your office, we have put together the necessary documentation to clarify our situation:

- Detailed financial statements for the tax year in question.
- Copy of the tax return submitted.
- Payment history of our tax obligations.
- Any relevant correspondence with tax authorities.

We acknowledge the amount due and would like to propose a resolution plan that includes [briefly outline your proposed payment plan or resolution]. We believe this plan will help us meet our obligations while ensuring the continued success of our business.

We are committed to resolving this matter amicably and look forward to your understanding and cooperation. Please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address] if you require further information or wish to discuss this matter in detail.

Thank you for your attention to this matter. We hope to hear from you soon.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Your Company Name]