

Tax Liability Settlement Negotiation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Subject: Request for Negotiation on Tax Liability Settlement

Dear [Tax Authority Contact/Department],

I hope this letter finds you well. My name is [Your Name], and I am writing to discuss the resolution of my outstanding tax liability, account number [Account Number], for the tax year(s) [Year(s)].

Due to [briefly explain your circumstances, e.g., financial hardship, unexpected medical expenses], I am unable to pay the full amount of my tax liability. I want to resolve this matter amicably and avoid any further penalties.

I kindly request the opportunity to negotiate a settlement that would allow me to pay a reduced amount based on my current financial situation. I am proposing [State your proposed amount or payment plan, if applicable].

I appreciate your consideration of my request. I believe that a fair settlement can be achieved that meets both my needs and the interests of the tax authority. I am willing to provide any necessary documentation to support my request.

Please feel free to contact me at your earliest convenience at [Your Phone Number] or [Your Email Address] to discuss this matter further.

Thank you for your attention to this issue. I look forward to your prompt response.

Sincerely,

[Your Name]