

[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 of Tax Obligations

Dear [Tax Authority Contact Name],

I hope this letter finds you well. My name is [Your Name], and I am a self-employed individual operating under the business name [Your Business Name]. I am writing to formally request a negotiation regarding my current tax obligations for the year [Tax Year].

Due to unforeseen circumstances, including [briefly explain reasons such as reduced income, unexpected expenses, etc.], I am facing difficulties in meeting my tax obligations as originally assessed. I would like to propose a payment plan or request a temporary reduction in my tax amount due to my current financial situation.

I am committed to fulfilling my tax responsibilities and would appreciate your understanding and cooperation in this matter. I am open to discussing this over the phone or scheduling a meeting at your convenience.

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

Sincerely,

[Your Name]

[Your Business Name]