

Letter of Appeal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Subject: Appeal for Changes to My Tax Installment Terms

Dear [Tax Authority/Official's Name],

I am writing to formally appeal for a reconsideration of my current tax installment terms associated with my account number [Your Account Number]. Due to [briefly explain your circumstances, such as financial hardship, unexpected expenses, etc.], I am finding it increasingly difficult to meet the existing installment obligations.

Given this situation, I kindly request that you consider modifying my installment terms to [suggest alternatives, e.g., reduced payment amounts, extended payment period, etc.]. This adjustment would greatly assist me in fulfilling my tax obligations without compromising my financial stability.

I appreciate your understanding and consideration of my request. I am hopeful that we can find a mutually agreeable solution.

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

Yours sincerely,

[Your Name]