

Application for Altered Tax Payment Schedule

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Dear [Tax Authority's Name/Title],

I am writing to formally request an alteration to my current tax payment schedule due to [brief explanation of your situation, e.g., financial hardship, unexpected expenses]. My tax identification number is [Your Tax ID Number], and I filed my taxes for the year [Insert Year].

I have attached supporting documents outlining my situation and my proposed new payment schedule. I am hopeful that we can come to a mutually agreeable arrangement that will allow me to fulfill my tax obligations while managing my current circumstances.

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

Sincerely,

[Your Name]