

Inquiry Regarding Tax Installment Agreement Update

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Tax Agency Name]

[Agency Address]

[City, State, ZIP Code]

Dear [Tax Agency Contact/Department],

I hope this message finds you well. I am writing to inquire about the status of my tax installment agreement, which was established on [Insert Date of Agreement]. My taxpayer identification number is [Insert TIN/SSN].

As of today's date, I would like to request an update regarding my payment schedule and any outstanding balances that may need my attention. Additionally, if there are any forms or documents I need to complete to maintain my agreement, please let me know.

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

Sincerely,

[Your Name]