

Proposal for Tax Installment Modification

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Tax Authority's Name]

[Authority's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to propose a modification to my current tax installment plan due to [reason for modification, e.g., financial hardship, unexpected expenses]. I have been diligent in my payments, but recent circumstances have made it challenging to meet the existing terms.

I would like to request a revised payment schedule that allows for a more manageable payment plan. Specifically, I propose [outline your proposed changes, e.g., lower monthly payments, extending the timeline]. I believe this adjustment will enable me to fulfill my obligations while ensuring I remain in good standing with the tax authority.

I appreciate your consideration of my request, and I am open to discussing any alternative solutions you may suggest. Thank you for your understanding.

Sincerely,

[Your Name]