

Request for Tax Installment Agreement Adjustment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

Internal Revenue Service

[IRS Address]

[City, State, Zip Code]

Dear Sir/Madam,

I am writing to formally request an adjustment to my current tax installment agreement, which was established on [Insert Date of Original Agreement]. My taxpayer identification number is [Insert TIN/SSN].

Due to [brief explanation of circumstances, such as a reduction in income, unexpected expenses, etc.], I am currently facing financial difficulties that make it challenging for me to adhere to the terms of the existing agreement. I kindly request that you consider lowering my monthly payment to [Insert Proposed Payment Amount] effective immediately.

I have always made timely payments, and I am committed to fulfilling my tax obligations. I believe that this adjustment will enable me to continue making payments without defaulting.

Thank you for your attention to this matter. I appreciate your understanding and assistance. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Sincerely,

[Your Name]