

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Agency or Company Name]

[Address]

[City, State, Zip Code]

**Subject: Inquiry Regarding Tax Negotiation**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally inquire about the possibility of negotiating my tax obligations for the tax year [Specify Year]. Due to [brief explanation of your financial situation or reason for negotiation], I believe that a reconsideration of my tax liabilities may be warranted.

I would appreciate the opportunity to discuss this matter further with you. Please let me know a convenient time for us to meet or converse over the phone. I am willing to provide any required documentation to support my inquiry.

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

Sincerely,

[Your Name]