

# Repayment Plan Proposal for Tax Obligations

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Tax Authority/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to propose a repayment plan regarding my outstanding tax obligations with [Tax Authority/Organization Name]. Due to [brief explanation of circumstances], I am currently unable to pay the total amount owed in full.

I am committed to settling this debt and would like to propose the following repayment plan:

- Total Amount Owed: \$[Total Amount]
- Proposed Monthly Payment: \$[Monthly Payment]
- Duration of Repayment: [Number] months

I believe that this plan will allow me to meet my tax obligations without causing undue financial hardship. I am hopeful for your understanding and support in this matter. Please let me know if this proposal is acceptable or if there are any alternate arrangements that could be considered.

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

Sincerely,

[Your Name]