

Request for Tax Debt Reduction

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

To:
[Recipient Name]
[Tax Authority Name]
[Tax Authority Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally appeal for a reduction of my tax debt, referenced under account number [Account Number]. Due to [briefly explain your financial situation, e.g., loss of income, medical expenses, etc.], I am currently experiencing financial hardship that has made it difficult for me to meet my tax obligations.

I kindly request that you review my case and consider my appeal for a reduction in the amount owed. I believe that adjusting my tax debt would significantly alleviate my financial strain and allow me to manage my living expenses more effectively.

Attached are the relevant documents supporting my appeal, including [list any attached documents, e.g., income statements, medical bills, etc.]. I am hopeful that my circumstances will be taken into account during the review process.

Thank you for considering my request. I appreciate your understanding and assistance during this difficult time. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]