

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

[Recipient Name]
[Recipient's Title]
[IRS/Tax Authority Name]
[Address]
[City, State, Zip Code]

Subject: Proposal for Tax Liability Settlement

Dear [Recipient Name],

I am writing to propose a negotiation regarding my outstanding tax liability for the tax year(s) [year(s)]. Due to [briefly explain your circumstances, e.g., financial hardship, unforeseen circumstances], I am unable to meet my current tax obligations.

After reviewing my financial situation, I would like to propose a settlement amount of [proposed amount] to resolve this debt. I believe this amount reflects my current ability to pay while allowing me to move forward financially.

I am committed to resolving this matter and would appreciate the opportunity to discuss this proposal further. Thank you for considering my request. I look forward to your prompt response.

Sincerely,
[Your Name]