

Offer in Compromise Letter Template

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

Internal Revenue Service
[IRS Office Address]
[City, State, Zip Code]

Subject: Offer in Compromise for Tax Obligations - [Your Tax Identification Number]

Dear Sir/Madam,

I am writing to formally submit my Offer in Compromise regarding my outstanding tax obligations. My Tax Identification Number is [Your Tax Identification Number]. Due to [brief explanation of your financial situation or hardship], I am unable to pay the full amount of my tax liability.

As part of my offer, I propose to pay a total of [Proposed Amount] as a settlement for my tax debt. This amount reflects my current financial condition and takes into consideration my income, expenses, and assets. I believe this offer represents a fair resolution of my tax obligations.

I have attached the necessary documentation to support my offer, including [list any accompanying documents, e.g., financial statements, tax returns, etc.]. I kindly request your favorable consideration of my offer as I seek to resolve my tax obligations. Please let me know if you require any additional information or documentation from my side.

Thank you for your attention to this matter.

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