

# Request for Installment Agreement

Date: [Insert Date]

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

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

Dear Sir/Madam,

I am writing to request an installment agreement for my tax debt owed to your agency. My name is [Your Name], and my Social Security Number is [Your SSN]. I have encountered financial difficulties that have made it challenging to pay my tax obligation in full.

The total amount I owe is [Total Amount]. I am proposing to pay [Proposed Monthly Payment] per month until the debt is fully paid off. I believe this arrangement will allow me to meet my financial obligations without further hardship.

Attached are my financial statements and supporting documents that outline my current income and expenses. I am committed to resolving my tax liability and appreciate your consideration of my request.

Thank you for your attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email] if you require any further information.

Sincerely,  
[Your Name]