

Settlement Offer for Outstanding Tax Payments

Date: [Insert Date]

[Taxpayer's Name]

[Taxpayer's Address]

[City, State, ZIP Code]

[Tax Authority Name]

[Tax Authority Address]

[City, State, ZIP Code]

Dear [Tax Authority Official's Name],

Subject: Settlement Offer for Outstanding Tax Payments

I hope this letter finds you well. I am writing to formally propose a settlement regarding my outstanding tax payments for the tax year(s) [specify year(s)]. The total amount currently owed is [insert amount].

Due to [briefly explain reason: financial hardship, unexpected expenses, etc.], I am unable to pay the full amount owed. Therefore, I would like to propose a settlement of [insert proposed amount]. I believe this offer is fair given my current circumstances and financial situation.

I am committed to resolving this matter and facilitating the payment of the proposed settlement amount of [insert amount]. I hope we can come to an agreement that benefits both parties.

Please let me know if you are willing to accept this settlement offer or if further discussion is needed. I appreciate your understanding and consideration of my situation.

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

Sincerely,

[Your Name]

[Your Contact Information]

[Your Tax ID/SSN, if applicable]