

Tax Debt Relief Negotiation

Your Name

Your Address
City, State, Zip Code
Email Address
Phone Number
Date

IRS Office Address

Internal Revenue Service
Address Line 1
City, State, Zip Code

Subject: Request for Tax Debt Relief Negotiation - [Your Tax Identification Number]

Dear [IRS Officer's Name or General Title],

I am writing to formally request a negotiation regarding my current tax debt with the Internal Revenue Service. My Tax Identification Number is [Your TIN]. Due to unforeseen circumstances, including [briefly explain your situation, e.g., job loss, medical expenses], I am unable to meet my tax obligations.

I am committed to resolving this matter and am seeking a payment plan or potential offers in compromise that could alleviate my financial burden. I believe this is essential not only for my financial stability but also for honoring my obligations to the IRS.

Attached are documents that outline my financial situation, including [list any relevant documents, e.g., income statements, expenses, hardship letters]. I am hopeful that we can work together to find a reasonable resolution.

Thank you for your understanding and attention to this matter. I am looking forward to your prompt response.

Sincerely,
[Your Name]