

Tax Debt Settlement Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[IRS Office Address or Tax Authority]

[City, State, Zip Code]

Dear [Tax Authority/Officer's Name],

I am writing to formally request a settlement regarding my current tax debt with your office. My tax identification number is [Insert Tax ID Number], and I acknowledge that I currently owe [Insert Amount Owed].

Due to [brief explanation of financial situation, e.g., job loss, medical expenses], I am unable to pay the full amount of the debt. I would like to propose a settlement amount of [Insert Proposed Settlement Amount] which I believe I can pay in [Insert Timeframe].

I am hopeful that we can come to an agreement that benefits both parties, allowing me to fulfill my tax obligations while alleviating my current financial distress.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]