

Settlement Agreement for Tax Obligations

Date: [Insert Date]

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

To: [Tax Authority Name]
[Tax Authority Address]
[City, State, Zip Code]

Dear [Tax Authority Representative],

I am writing to propose a settlement agreement regarding my tax obligations for the tax year(s) [Insert Year(s)]. Due to [briefly explain your circumstances, e.g., financial difficulties, unexpected expenses], I am unable to meet the full amount owed.

I propose to settle my tax obligation for the total amount of [Insert Settlement Amount] to be paid in [number] installments of [amount] each, starting on [start date]. I believe this amount is fair given my current financial situation.

I respectfully request your consideration of this proposal. I am committed to resolving this matter and fulfilling my obligations.

Thank you for your understanding. I look forward to your prompt response.

Sincerely,

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