

Tax Liability Payment Plan Proposal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Tax Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Tax Officer's Name/Department],

I am writing to propose a payment plan for my outstanding tax liability amounting to [Insert Amount]. Due to [briefly explain your circumstances], I am unable to pay the full amount at this time.

I propose to pay the total amount in installments of [Insert Installment Amount] starting from [Insert Start Date]. This payment plan would allow me to meet my obligations while managing my financial situation more effectively.

I appreciate your consideration of my request and look forward to your response. If needed, I am happy to provide additional documentation regarding my financial situation.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Title/Position if applicable]