

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[SSN / Tax ID Number]

[Date]

[Internal Revenue Service / State Tax Agency]  
[Address]  
[City, State, Zip Code]

**RE: Request for Temporary Collection Hold - Reasonable Cause**

Tax Year(s): [List Years]  
Notice Number: [Notice Number]

To Whom It May Concern,

I am writing to formally request a temporary hold on all collection activities regarding my account for the tax periods listed above. I am requesting this hold based on reasonable cause and significant financial hardship.

Currently, I am unable to satisfy the balance due because of the following circumstances:  
[Clearly state the reason, e.g., Serious illness, natural disaster, loss of employment, or death in the family].

Attached you will find supporting documentation as evidence of these circumstances, including:

- [Document 1]
- [Document 2]

I am actively working toward a resolution, such as [an Offer in Compromise / an Installment Agreement / Currently Not Collectible status]. I request a collection stay for a period of [number of days, e.g., 60 or 90 days] to allow for the processing of my formal request and the stabilization of my financial situation.

Thank you for your time and consideration of this request. Please contact me if you require further information.

Sincerely,

[Your Signature]

[Your Printed Name]