

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

[Date]

[Recipient Name or Department]
[Tax Agency Name]
[Agency Address]
[City, State, Zip Code]

RE: Account Resolution and Settlement Offer

Taxpayer Name: [Full Name]
Taxpayer ID / SSN: [Last 4 Digits of SSN]
Tax Year(s): [Enter Years, e.g., 2021, 2022]

To Whom It May Concern,

I am writing this letter to formally request a resolution regarding my outstanding tax liability for the period(s) mentioned above. Due to financial hardship, I am proposing a settlement to resolve this account in full.

My current financial situation is as follows: [Briefly describe hardship, e.g., loss of income, medical expenses, or disability]. Because of these circumstances, I am unable to pay the full balance of \$[Total Amount Owed].

I am offering a one-time, lump-sum payment of \$[Offer Amount] as a full and final settlement of this debt. If this offer is accepted, I will make the payment within [Number] days of receiving your written approval.

Upon receipt of this payment, I request that the account be marked as "Satisfied in Full" and that any associated tax liens be released.

Please provide a written response regarding the acceptance of this proposal or any additional documentation required to process this request. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]