

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

[Date]

[Tax Authority Name, e.g., Internal Revenue Service]
[Address]
[City, State, Zip Code]

RE: Settlement Offer for Tax Year(s): [Insert Years]
Taxpayer ID / SSN: [Insert Number]

To Whom It May Concern,

I am writing to formally propose a lump sum settlement regarding my outstanding tax liability for the years mentioned above. My current total balance is [Total Amount Owed].

Due to my current financial situation, I am unable to pay the full amount owed. I have reviewed my finances and can offer a one-time lump sum payment of [Offer Amount] as full and final settlement of this debt.

I believe this offer is reasonable given my current income, assets, and necessary living expenses. If this offer is accepted, I am prepared to make the payment within [Number of Days, e.g., 30 days] of receiving written confirmation of your acceptance.

Please find the following documents enclosed to support my financial hardship claim:

- [List Document 1, e.g., Recent Pay Stubs]
- [List Document 2, e.g., Bank Statements]
- [List Document 3, e.g., Completed Financial Statement Form]

I look forward to your response regarding this proposal. Please contact me if you require any further information.

Sincerely,

[Your Signature]

[Your Printed Name]