

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

[Date]

[Tax Agency Name]
[Department of Collections/Offer in Compromise Unit]
[Agency Address]
[City, State, Zip Code]

RE: Offer in Compromise - Settlement of Tax Debt for [Tax Year(s)]

To Whom It May Concern,

I am writing to formally propose a debt settlement for my outstanding tax liability for the tax year(s) mentioned above. Due to severe financial hardship, I am unable to pay the full balance owed.

I am requesting a maximum discount on the total amount due. I am prepared to offer a one-time, lump-sum payment of \$[Insert Amount] as a full and final settlement of my debt. This amount represents the maximum I can afford based on my current assets and income.

I am requesting that upon acceptance of this offer and receipt of payment:

- The remaining balance of the tax debt be waived/forgiven.
- All associated penalties and interest be abated.
- Any tax liens filed against me be released immediately.

Enclosed are the required financial statements and documentation supporting my inability to pay the full balance. Please notify me in writing regarding the acceptance of this proposal.

Sincerely,

[Your Signature]

[Your Printed Name]