

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

[Date]

[Tax Agency Name]
[Department/Unit]
[Address]
[City, State, Zip Code]

RE: Tax Settlement Offer for [Tax Year(s)]
Account Number/SSN: [Your SSN or Account ID]

To Whom It May Concern,

I am writing to formally propose a one-time settlement to resolve my outstanding tax balance for the year(s) [Years]. My current total balance, including penalties and interest, is \$[Total Amount].

Due to my current financial situation, I am unable to pay this debt in full. However, I would like to take advantage of the current tax season to settle this obligation permanently. I am offering a lump-sum payment of \$[Offer Amount] as full and final satisfaction of this debt.

This offer is based on my current liquid assets and available funds. If accepted, I can remit the payment within [Number] days of receiving your written approval.

Please review this offer and provide a written response. Upon acceptance, I request that all associated tax liens be released and the account be marked as "paid in full."

Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]