

FINAL NOTICE: INTENT TO LEVY AND NOTICE OF YOUR RIGHT TO A HEARING

Date: [Insert Date]

Case Number: [Insert Case Number]

Tax Year(s): [Insert Tax Years]

Total Amount Due: [Insert Amount]

To: [Taxpayer Name]

[Taxpayer Address]

[City, State, Zip Code]

Dear [Taxpayer Name],

Our records indicate that you still have an outstanding federal tax liability. Despite previous notices, we have not received full payment. This letter serves as your **FINAL NOTICE** of our intent to initiate collection actions, which may include a lien against your property or a levy on your wages, bank accounts, and other assets.

To prevent these actions, you must take one of the following steps within 30 days from the date of this letter:

- Pay the full amount listed above immediately.
- Enter into an Installment Agreement (monthly payment plan).
- Submit an Offer in Compromise to settle the debt for less than the full amount.
- Provide documentation proving that you are currently experiencing financial hardship.

Right to a Collection Due Process Hearing:

You have the right to request a Collection Due Process (CDP) hearing with the Office of Appeals. To exercise this right, you must file Form 12153, Request for a Collection Due Process or Equivalent Hearing, by [Insert Deadline Date].

Failure to respond to this notice will result in the immediate commencement of enforcement actions without further notice. Interest and penalties will continue to accrue until the balance is paid in full.

If you have already paid this balance or have recently entered into an agreement, please disregard this notice.

Sincerely,

[Sender Name/Department]

[Agency Name]

[Contact Phone Number]

[Office Address]