

[Your Name/Organization Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

Subject: Support and Options Regarding Your Outstanding Tax Balance

Dear [Recipient Name],

We are writing to you because we understand that managing tax obligations can be a significant source of stress, especially during challenging financial times. Our goal is to let you know that you do not have to face this burden alone, and there are manageable paths forward.

We recognize that every financial situation is unique. Whether you have experienced a change in employment, medical expenses, or other unforeseen hardships, we want to offer our support in finding a resolution that respects your current circumstances.

Based on your account, we would like to discuss several relief options available to you, including:

- Flexible monthly installment plans tailored to your budget.
- Potential reduction of accrued penalties.
- Temporary administrative stay on collection activities.
- Information on "Offer in Compromise" programs for qualifying individuals.

Our priority is to help you achieve peace of mind and financial stability. Please reach out to our dedicated support team at [Phone Number] or visit our website at [Website URL] to explore which relief program is right for you.

We are here to listen and to help you navigate this process with dignity and empathy. We look forward to hearing from you and working together toward a solution.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title]