

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

[Date]

[Taxing Authority Name]
[Department/Attn:]
[Address]
[City, State, Zip Code]

RE: Initial Settlement Proposal for Tax Lien
Property Address: [Property Address]
Parcel/Account Number: [Account Number]
Tax Years: [List Years]

To Whom It May Concern,

I am writing to formally propose a settlement regarding the outstanding property tax lien currently held against the above-referenced property. My goal is to resolve this debt in full and clear the title of the property.

As of [Date], the total balance including interest and penalties is stated as \$[Total Amount]. Due to [briefly mention reason, e.g., financial hardship, medical expenses, or fixed income], I am unable to pay the full balance in a single lump sum at this time.

I am offering a one-time, lump-sum payment of \$[Offer Amount] as full and final satisfaction of the tax debt for the years mentioned above. Upon receipt of this payment, I request that the tax lien be released and a Certificate of Discharge be filed with the County Recorder's office.

If this lump-sum offer is not acceptable, I would like to propose the following alternative payment plan:

- Down Payment: \$[Amount]
- Monthly Installment: \$[Amount] for [Number] months.

Please review this proposal and let me know if it is acceptable or if there is a counter-offer you would consider. I have enclosed [mention any supporting documents, like financial statements, if applicable] for your review.

Thank you for your time and consideration. I look forward to resolving this matter promptly.

Sincerely,

[Your Signature]

[Your Printed Name]