

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

[Date]

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

RE: Property Tax Lien Settlement Proposal

Property Address: [Full Property Address]

Parcel/Account Number: [Insert Number]

Total Outstanding Balance: \$[Insert Amount]

To the Tax Collector's Office,

I am writing to formally propose a settlement for the outstanding property tax liens currently held against the above-referenced commercial property. Due to [briefly state reason, e.g., economic hardship, business closure, or property vacancy], I am seeking a compromise to resolve this debt and return the property to good standing.

I am prepared to offer a lump-sum payment of **\$\$[Insert Offer Amount]** as full and final satisfaction of the existing tax lien, including all principal, interest, penalties, and administrative fees. This offer represents [Insert Percentage]% of the total amount currently owed.

Upon your acceptance of this proposal, I am prepared to deliver the funds via [certified check/wire transfer] within [Number] business days. In exchange for this payment, I request that the [Taxing Authority] issue a formal Release of Lien and update all public records to show the account as paid in full.

Please let me know if you require any additional documentation regarding my financial situation or the property's valuation to evaluate this request. I look forward to your response.

Sincerely,

[Your Signature]

[Your Printed Name]
[Title, if applicable]