

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

[Date]

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

RE: Settlement Offer for Property Tax Lien

Property Address: [Full Property Address]
Parcel ID / Account Number: [Insert Number]
Total Outstanding Balance: \$[Total Amount Owed]

To Whom It May Concern,

I am writing to formally propose a lump sum settlement for the outstanding real estate tax lien on the property mentioned above. My current financial situation has made it difficult to satisfy the full balance of taxes, interest, and penalties accrued.

I am offering a one-time, lump sum payment of **\$(Offer Amount)** as full and final satisfaction of the total debt owed. This offer represents [Percentage]% of the total balance.

I believe this settlement is in the best interest of both parties, as it provides the [County/City/Agency] with immediate guaranteed funds and resolves this account permanently.

If this proposal is accepted, I am prepared to remit the full payment within [Number, e.g., 10] business days of receiving your written acceptance. I request that upon receipt of payment, the tax lien be released and the account be updated to show a zero balance.

Please notify me in writing if this offer is acceptable. Thank you for your time and consideration of this request.

Sincerely,

[Your Signature]

[Your Printed Name]