

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Taxpayer Identification Number / SSN]

[Date]

[Tax Agency Name]
[Department Name, if applicable]
[Agency Address]
[City, State, Zip Code]

RE: Installment Agreement Proposal for Tax Lien Settlement

Notice Number: [Reference Number]

Tax Periods: [Year(s) or Quarter(s)]

To Whom It May Concern,

I am writing to formally propose an installment agreement to resolve the outstanding tax liability and associated lien currently held against me for the tax periods mentioned above. The current total balance due, including interest and penalties, is \$[Total Amount Owed].

Due to my current financial situation, I am unable to pay the full balance in a single lump sum. I am proposing the following payment plan:

- **Monthly Payment Amount:** \$[Amount]
- **Payment Date:** [Day of the month] of each month
- **Proposed Start Date:** [Date]
- **Method of Payment:** [Check/Direct Debit/Online Portal]

I have enclosed a completed Financial Statement (Form [Form Number, e.g., 433-A or 433-F]) to demonstrate my current income, expenses, and inability to satisfy the debt immediately. I am committed to making these payments on time and staying current with all future tax filings and payments.

Upon acceptance of this plan and a demonstrated history of [Number] consecutive payments, I respectfully request that the [Tax Agency] consider a withdrawal or subordination of the federal/state tax lien to assist in my financial recovery.

Please notify me in writing if this proposal is acceptable or if you require additional documentation. I can be reached at [Phone Number] or [Email Address] should you have any questions.

Thank you for your time and consideration of this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosures:

[Financial Statement Form]

[Proof of Income/Pay Stubs]

[Copy of Tax Lien Notice]