

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]
[Your Social Security Number or Tax ID]

[Date]

[Taxing Authority Name]
[Department/Office Name]
[Address]

RE: Offer in Compromise / Tax Lien Settlement Proposal for [Tax Year(s)]

To Whom It May Concern,

I am writing to formally submit a settlement proposal regarding the federal/state tax lien currently held against me for the tax period(s) [Insert Years]. Due to severe financial hardship, I am unable to pay the full balance of \$[Total Amount Owed].

I am proposing a one-time, lump-sum payment of \$[Proposed Settlement Amount] as full and final satisfaction of my tax debt. This offer is based on my current financial situation, which includes [Briefly mention reason: e.g., job loss, medical expenses, or total debt-to-income ratio].

Enclosed with this letter, please find the following documentation to support my claim of financial hardship:

- Completed Financial Statement (Form [Insert Form Number, e.g., 433-A])
- Proof of income (Pay stubs/Bank statements)
- Documentation of monthly living expenses
- [Additional documents, e.g., medical bills]

I am committed to resolving this matter and ensuring future compliance with all tax obligations. I respectfully request that you review this proposal and consider a discharge or subordination of the lien upon receipt of the settled funds.

Thank you for your time and consideration of my circumstances. I look forward to your response.

Sincerely,

[Your Signature]

[Your Printed Name]