

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

[Date]

[Name of Tax Collector/Assessor]  
[Department Name]  
[Municipality/City/County Name]  
[Address]  
[City, State, Zip Code]

### **RE: Settlement Proposal for Real Estate Tax Lien**

**Property Address:** [Full Address of the Property]  
**Parcel ID / Account Number:** [Insert Number]

To the Tax Collector,

I am writing to formally propose a settlement for the outstanding property tax lien currently held against the above-referenced property. The total amount currently owed, including principal, interest, and penalties, is \$[Total Amount Owed].

Due to [briefly state reason: e.g., financial hardship, medical issues, or inherited debt], I am unable to pay the full balance in a single lump sum. However, I am committed to resolving this debt and offer the following settlement terms for your consideration:

#### **Proposed Settlement Offer: \$[Insert Offer Amount]**

I am prepared to pay this amount in full by [Date] in exchange for a complete release of the tax lien and a waiver of all remaining interest and penalties. [Optional: Alternatively, I propose a payment plan of \$[Amount] per month for [Number] months].

I believe this proposal is fair and allows the municipality to recover a significant portion of the debt immediately without further administrative costs or the need for foreclosure proceedings.

Please let me know if this proposal is acceptable or if there is a formal application process I must follow to finalize this agreement. I look forward to your response.

Sincerely,

[Your Signature]  
[Your Printed Name]