

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

Internal Revenue Service
[Advisory Group Address]
[City, State, Zip Code]

RE: Notice of Federal Tax Lien - Settlement Proposal / Offer in Compromise

Taxpayer Name: [Your Name/Entity Name]
Taxpayer Identification Number (SSN/EIN): [Your ID Number]
Lien Number: [Lien Number from Official Notice]

To Whom It May Concern,

I am writing to formally submit a settlement proposal regarding the Federal Tax Lien currently attached to the real property located at [Full Property Address].

Due to [briefly state reason, e.g., severe financial hardship, decrease in income, or medical expenses], I am unable to satisfy the full tax liability of \$[Total Amount Owed]. I am requesting that the Internal Revenue Service consider an Offer in Compromise (OIC) to settle this debt for the total sum of \$[Proposed Settlement Amount].

Accompanying this letter, I have included:

- Form 656 (Offer in Compromise)
- Form 433-A (OIC) or 433-B (OIC) (Collection Information Statement)
- The required initial payment of \$[Payment Amount]
- Documentation verifying my current financial status and the property's current market value

I am seeking this settlement to facilitate a [select one: Sale of the property / Refinance of the mortgage] which will allow for the immediate payment of the proposed settlement amount from the proceeds at closing. This settlement would serve the best interests of both the government and the taxpayer by allowing for an efficient collection of the maximum amount recoverable.

Please review the enclosed documentation and notify me if any further information is required to process this request. Thank you for your time and consideration.

Sincerely,

[Signature]
[Printed Name]