

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

[Date]

[Tax Authority Name]
[Department/Official Name]
[Address]
[City, State, Zip Code]

RE: Settlement Proposal for Real Estate Tax Lien

Property Address: [Full Address of Property]

Parcel/Account Number: [Insert Number]

Total Outstanding Balance: [Insert Total Amount]

To Whom It May Concern,

I am writing on behalf of [Company Name] regarding the outstanding property tax lien currently held against the above-referenced property. We are reaching out to propose a formal settlement to resolve this delinquency and satisfy the lien in full.

Due to [briefly mention reason: e.g., economic hardship, corporate restructuring, or property vacancy], we are requesting that the [Tax Authority Name] consider an Offer in Compromise. We propose a one-time, lump-sum payment of \$[Insert Amount] to settle the total outstanding balance, including all principal, interest, and penalties.

In exchange for this payment, we request that:

- The existing tax lien be released and discharged from the property title.
- All remaining accrued interest and penalties be waived.
- The account be marked as "Paid in Full."

We believe this proposal is in the best interest of both parties as it ensures immediate collection of funds for the municipality and allows for the continued productive use of the property. This offer is valid for [Number] days from the date of this letter.

Please find attached [mention any supporting documents, e.g., financial statements or property appraisals] for your review. We are prepared to remit payment immediately upon receipt of a written acceptance of this proposal.

Thank you for your time and consideration of this matter. I look forward to your response.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company Position]