

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

[Date]

[Tax Authority Name]
[Department, e.g., Treasurer's Office]
[Address]
[City, State, Zip Code]

RE: FINAL SETTLEMENT OFFER - PROPERTY TAX LIEN

Property Address: [Full Property Address]

Parcel/Account Number: [Insert Number]

Total Outstanding Balance: \$[Insert Amount]

To Whom It May Concern,

I am writing to submit a formal final settlement offer regarding the outstanding property tax lien on the above-referenced property. My goal is to resolve this debt in full immediately.

Due to [briefly mention reason: financial hardship/limited resources/property condition], I am unable to pay the full balance of taxes, interest, and penalties. As a final offer of compromise, I am proposing a one-time, lump-sum payment of **\$\$[Insert Offer Amount]**.

This offer is contingent upon the following terms:

- The payment shall be accepted as full and final satisfaction of the entire tax debt for the years [Insert Tax Years].
- All accrued interest, late fees, and administrative penalties shall be waived or abated.
- Upon receipt of funds, the [Name of Tax Authority] will release all liens against the property and update the record to show the account is paid in full.

This offer remains valid until [Insert Expiration Date]. Please understand that this is my final attempt to settle this matter before seeking alternative legal or financial remedies. I have enclosed documentation supporting my financial situation for your review.

If this proposal is acceptable, please provide a written acceptance agreement. Upon receipt, I will issue the funds via [certified check/wire transfer] within [Number] business days.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]