

[Your Name/Firm Name]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]  
[Phone Number]  
[Date]

Internal Revenue Service  
Advisory Group  
[Address of Local IRS Office or Centralized Lien Operation]

**RE: Form 12277, Application for Withdrawal of Filed Form 668(Y), Notice of Federal Tax Lien**

**Taxpayer Name:** [Taxpayer Name]  
**Taxpayer TIN/SSN:** [XXX-XX-XXXX]  
**Lien Number:** [Serial Number from Lien Document]

To Whom It May Concern:

Please be advised that this office represents [Taxpayer Name] regarding the above-referenced tax matter. Enclosed, please find a signed Form 2848, Power of Attorney and Declaration of Representative, authorizing our representation.

We are formally submitting the attached Form 12277 to request the withdrawal of the Notice of Federal Tax Lien. The taxpayer qualifies for withdrawal under the following criteria: [Select one: The tax liability has been satisfied/The taxpayer has entered into a Direct Debit Installment Agreement/The withdrawal will facilitate the collection of the tax liability].

The following supporting documentation is enclosed for your review:

- Completed Form 12277
- Copy of Form 2848 (Power of Attorney)
- [List other attachments, e.g., Proof of Payment or Installment Agreement Letter]

Please direct all future correspondence regarding this matter to my office. If you require additional information, please contact me directly at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]  
[Title/Professional Designation]