

Date: [Date]

Internal Revenue Service

[IRS Office Address]

[City, State, Zip Code]

RE: Request for Wage Garnishment Release and Notice of Representation

Taxpayer Name: [Taxpayer Full Name]

Taxpayer TIN/SSN: [Taxpayer ID Number]

Tax Period(s): [Tax Years/Periods Involved]

To Whom It May Concern,

Please be advised that I represent the above-named taxpayer regarding their federal tax liabilities for the periods specified above. Attached is a signed Form 2848, Power of Attorney and Declaration of Representative, authorizing me to act on their behalf.

On behalf of my client, I am formally requesting a release of the levy on wages, salaries, and other income currently being served to [Employer Name]. This request is based on the following grounds:

- [Option 1: The levy is causing an immediate economic hardship.]
- [Option 2: An installment agreement has been proposed or is being finalized.]
- [Option 3: The liability has been paid in full or is no longer owed.]
- [Option 4: A timely request for a Collection Due Process hearing was filed.]

Accompanying this letter is documentation supporting the taxpayer's current financial status and ability to resolve the delinquency through alternative collection methods. We request that the IRS issue Form 668-D, Release of Levy/Release of Property from Levy, to the employer immediately.

Please direct all future correspondence regarding this matter to my office. If you require additional information, I can be reached at [Your Phone Number] or via email at [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Professional Designation]

[Your Firm Name]

[Your Address]

Enclosures: Form 2848, [List other supporting documents]