

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

Subject: Request for Income Tax Installment Payment Plan

Dear [Tax Authority Official's Name or "To Whom It May Concern"],  
I hope this letter finds you well. I am writing to formally request a payment plan for my outstanding income tax obligations for the tax year [Year]. My taxpayer identification number is [Your Taxpayer ID Number]. Due to [briefly explain your financial hardship, e.g., loss of income, unforeseen expenses], I am unable to pay the full amount owed at this time. I would like to propose an installment payment plan that will allow me to fulfill my tax obligations while managing my current financial situation.

I am requesting to pay the amount of [Total Amount Owed] in [number of payments] installments of [Amount Per Installment] each, starting on [proposed start date] and concluding by [proposed end date].

I appreciate your understanding and consideration of my request. I am committed to resolving my tax obligations and would be grateful for any flexibility you could provide.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]