

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

West Virginia State Tax Department
[Department Address]
[City, State, Zip Code]

Subject: Request for Payment Plan for State Tax Obligation

Dear [Tax Official's Name or "To Whom It May Concern"],

I am writing to formally request a payment plan for my outstanding state tax obligation. My account number is [Your Account Number], and the amount due is [Total Amount Due].

Due to [brief explanation of your situation, e.g., financial hardship, unexpected expenses], I am unable to pay the full amount at this time. I believe that a payment plan would allow me to meet my obligations without causing further financial distress.

I propose the following payment plan:

- Total Amount Due: \$[Total Amount]
- Initial Payment: \$[Initial Payment Amount] due by [Proposed Due Date]
- Monthly Payments: \$[Monthly Payment Amount] for [Number of Months] months

I am committed to fulfilling this payment plan and assure you that I will make all payments on time.

Thank you for considering my request. I am hopeful we can come to an agreement that works for both parties. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to discuss this matter further.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]