

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Social Security Number or Taxpayer Identification Number]

[Date]

Internal Revenue Service

[Address of the IRS office handling your case]

Subject: Request for Installment Agreement

Dear Sir or Madam,

I am writing to request an installment agreement for my tax liability. My account number is [insert account number], and the tax owed is for the year(s) [insert tax year(s)].

Due to [briefly explain your financial situation], I am unable to pay my tax obligation in full. I would like to propose a monthly payment plan of [insert proposed amount] until my debt is resolved.

Please find attached [mention any documents you are enclosing, such as financial statements or forms]. I appreciate your consideration of my request and look forward to your affirmative response.

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]