

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

Internal Revenue Service

[IRS Address]  
[City, State, Zip Code]

Subject: Request for Payment Plan

Dear Sir/Madam,

I am writing to request a payment plan for my tax liability. My name is [Your Full Name], and my Social Security Number is [###-##-####] (or Employer Identification Number for businesses: [##-#####]).

I have a tax balance of [Amount owed] for the tax year [Year]. Due to [brief reason for financial hardship, e.g., unexpected medical expenses, job loss], I am unable to pay the full amount at this time.

I would like to propose a monthly payment amount of [Proposed Monthly Payment] over a period of [Proposed Duration]. I believe this amount is feasible based on my current financial situation.

Please let me know if you require any additional information or documentation to process my request. I appreciate your consideration and look forward to your response.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]