

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

Internal Revenue Service
[Specific IRS Office Address]
[City, State, ZIP Code]

Subject: Offer in Compromise - [Your Tax Identification Number]

Dear Sir/Madam,

I am writing to formally submit my Offer in Compromise under IRS Code Section 7122. My tax identification number is [Your Tax Identification Number].

Due to [briefly explain your financial situation, such as inability to pay, economic hardship, etc.], I am unable to settle my tax debt of [\$Total Amount Owed] in full. After careful consideration of my assets, income, and expenses, I am proposing to settle my debt for [\$Offer Amount].

Attached are the required forms, supporting documentation, and a detailed breakdown of my financial status, which includes:

1. Completed Form 656, Offer in Compromise
2. Completed Form 433-A (OIC) or Form 433-B (OIC)
3. Proof of income (e.g., pay stubs, bank statements)
4. Monthly expense documentation
5. Any additional documentation that supports my financial situation

I hope you will consider my offer favorably and allow me to resolve this matter amicably. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Thank you for your attention to this matter.

Sincerely,

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