

[date]

[Taxpayer(s) name(s)]

SSN [ssn]

[Street address]

[City, State, ZIP]

[Phone #]

Internal Revenue Service

PO Box 37008

Hartford CT 06176-7008

Re: 2020 Form 1040 Installment Payment Request

Dear Sirs:

I have e-filed my 2020 1040 tax return which shows a balance due of \$ [amount].

Unfortunately I currently cannot pay the entire balance at this time. I am enclosing a check for \$ [amount], and will make monthly installments of \$ [amount] beginning on [month/day/year] and continuing each month thereafter until the balance is paid in full.

Thank you for your consideration.

Sincerely,

MAKE SURE YOU INCLUDE YOUR VOUCHER WITH YOUR PAYMENT