Friday, October 01, 2021

Name

Address

City, State ZIP

Dear Mr. and Mrs. (Insert name),

First, I want to thank you for choosing Tax Defense Network as your licensed representative; it has been a pleasure assisting you in this matter and we wish you success in all future endeavors.  If you have any questions regarding the outcome of your case please do not hesitate to contact Tax Defense Network.  Please find below the detailed terms and conditions of your resolution:

* (30, 60, 90, 120) stay of collections with a promise to pay in full for tax years (Insert Tax Years).
* **If paid by (Date), your payment should be made for $.**
* **If paid later than this date, your payment will increase as additional penalties and interest will accrue.**
* You will receive a letter from the IRS explaining this agreement within 30 business days.
* Follow the payment instructions contained in the IRS correspondence. Your physical payments should be sent to the address found on the letter provided by the Internal Revenue Service. Payments made without the IRS notice can be sent to the following address:

Internal Revenue Service

Kansas City, MO 64999-0010

* You should mail your payment(s) no later than 10 days prior to the due date to allow for proper processing.
* Your check should be made out to United States Department of Treasury. Include your name, address, daytime telephone number, your social security number, and the phrase “**1040”** on the memo line of the check.
* You may also pay the balance online for no fee by visiting the IRS Direct Pay website at [www.irs.gov/direct-pay](http://www.irs.gov/direct-pay).
* Please be advised if the above dollar amounts are paid any time prior to the due date you will receive a small check back from the IRS for the interest you over paid.
* You are advised to change your withholdings or file quarterly estimated taxes (1099 income) so you do not owe in the future. Any federal tax debt acquired during the payoff period that is not fully paid by that year’s tax return deadline will be considered a default by the IRS.
* Failure to make payments on this agreement may cause the IRS to conduct collection activity, including levy of bank accounts, garnishment of wages, and filing of federal tax liens.

Tax Defense Network will keep your Power of Attorney on file for about 45 days to ensure your agreement is a success. Thereafter, your Power of Attorney will be revoked per ethical and professional regulations. You will receive notice from the IRS upon revocation of your Power of Attorney.

Again, let me thank you for the opportunity to assist you in this matter, and if you or anyone you know has a problem in the future, please contact us and we would gladly be of assistance.

Kindest regards,