Thursday, October 7, 2021

Client Name and Address

Dear Client,

As you are aware, the IRS has requested documents in order to finalize your resolution. The IRS required we submit these documents no later than \_\_\_\_\_\_\_\_\_\_\_. We are now past the deadline set by the IRS and we have not yet received the following items:

Because we have not provided the above documents, we are unable to proceed with your case in finalizing a resolution. As a reminder, the options were the following:

If you intend to pursue a monthly payment plan, please send the information to me **before the deadline referenced above.**

Your total balance is currently $ for tax year\_\_\_\_\_\_\_\_\_\_\_. If you chose to forgo a resolution, you are advised that you will remain open to IRS collection efforts; as a reminder, the IRS can levy your income and accounts and attempt to seize your property. As always, if you are having difficulty obtaining information or filling out paperwork, please let me know so that I can help.

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.

Sincerely,

Affiliate Partner Name

Tax Defense Network Affiliated Partner