Tuesday, November 02, 2021

Client Name and Address

Dear Client,

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 options:

**Power of Attorney Consultation for Federal Balances**

* Your total balance due to the IRS is currently $\_\_\_\_\_\_\_\_\_\_ including all penalties and interest for tax year(s) \_\_\_\_\_\_\_\_\_\_.
* In order to resolve your balances with the IRS, you have following options:
	+ Submit financials and setup an agreement based on your ability to pay.
	+ Pay off your balance in full
	+ You potentially have the option to set up a Non-Disclosure Installment Agreement to pay the debt over 72 months. The minimum payment amount is $\_\_\_\_\_\_\_\_\_\_ per month.
	+ Take no action and wait for the collection statute expiration dates (CSEDs) to arrive. Generally, the IRS has ten (10) years from the date the return was filed to collect on a balance. However, many factors can extend this timeframe including but not limited to bankruptcy proceedings, Offers in Compromise, and the audit/examination procedure.

**Document Request:**

We have attempted to contact you numerous times over the past couple of months, but have not heard back from you. Therefore, we are setting a deadline of \_\_\_\_\_\_\_\_\_\_ for you to contact us with a decision on the direction of your case per the options listed above. If we do not hear from you we will assume that you do not wish to pursue a resolution at this time.

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.

Thank you,