**NAME**

Tax Defense Network Affiliated Partner

**ADDRESS**

**DATE**

IRS

PO Box 57

Mail Stop 686- South

Bensalem, PA 19020-0057

RE: **CLIENT NAME** – SSN: **XXX-XX-XXXX**

Dear Reviewing Agent,

I spoke with ACS Rep \_\_\_\_\_\_ on \_\_\_\_\_\_\_ and set up a DDIA for the tax payer’s total balances due for the \_\_\_\_\_\_ *1040s* with the following terms:

* *Enter specific payment details here.*

The 433D enclosed reflects the initial down payment and you should see that amount reflected on the \_\_\_\_ and \_\_\_\_ *1040s* which would bring the total assessed balance below the $50,000 needed for a direct debit installment agreement.

If there are any issues, please contact me directly at the information above.

Thank you,