TaxRZR · E-7. Confirmation of a telephone agreement

This letter confirms my telephone conversation on [date] at approximately [time] with [name], ID number [number].

In that conversation, [the IRS agreed to release the levy on my account at [bank], with the release to be faxed to [fax number] / my account was placed in currently not collectible status / an installment agreement of $[amount] per month beginning [date] was approved / a collection hold was placed on my account through [date] while I submit [documents]]. I agreed to [submit Form 433-F by [date] / file my [year] return by [date] / other].

If this does not match your records, please contact me at the number above.

[Signature]

Model letter only. Replace [bracketed fields] and verify facts and instructions before use. Not an official IRS form.
Guidance: https://taxrzr.com/guides/e-7-confirmation-of-a-telephone-agreement