**<subject: Council tax repayment proposal>**

To: The council tax team

**<your reference or account number on your council tax bill>**

I’m writing to you about the council tax that I owe. I have experienced short term difficulties because **<write why you could not pay>**.

I would like to reassure you that I can pay my council tax moving forward.

I can pay **£xx** each month towards the arrears. This has been agreed by the council on **<the phone or live chat service or in person at the office>**.

I spoke to **<council tax staff's name>** on **<date>** to agree this.

If you require any further information please do not hesitate to contact me.

Thank you

**<your name>**

**<your address>**

**<your phone number>**