

## **URGENT: FORMAL NOTICE TO STAY TAX AUCTION**

Date: [Insert Date]

Property Address: [Insert Full Property Address]

Parcel/Account Number: [Insert Parcel ID Number]

To: [Insert Name of Tax Authority/Treasurer's Office]

Attention: Delinquent Tax Department

[Insert Address of Tax Office]

Dear Tax Collector/Treasurer,

I am writing this letter regarding the scheduled tax auction for the property listed above. I am the legal owner of the property and I am formally requesting a stay or removal of this property from the upcoming auction scheduled for [Insert Auction Date].

I am currently experiencing [mention brief reason, e.g., extreme financial hardship/medical emergency/probate delays] which has prevented the timely payment of my property taxes. However, I am committed to resolving this delinquency immediately through the following action:

- [Option A: Full payment of \$\_\_\_\_\_ will be delivered by \_\_\_\_\_.]
- [Option B: Request for a formal Payment Plan agreement.]
- [Option C: Evidence of a pending property sale or refinancing.]

I have attached [mention attachments, e.g., proof of funds, hardship letter, or loan approval] to support this request. Please provide me with the exact "Redemption Amount" required to stop the sale and confirm the deadline by which these funds must be received by your office.

Please contact me immediately at [Insert Phone Number] or [Insert Email Address] to confirm that this property has been pulled from the auction list or to discuss the next steps for redemption.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Mailing Address]