

Date: [Insert Date]

RE: NOTICE OF TAX DEFAULT AND OFFER TO SETTLE

Property Address: [Insert Property Address]

Parcel/Folio Number: [Insert Number]

Dear [Property Owner Name],

According to our records, the Vacant Property Tax for the above-referenced property is currently in default. As of [Insert Date], the total outstanding balance, including penalties and interest, is **[\$[Insert Amount]]**.

Failure to resolve this delinquency may result in further legal action, additional administrative fees, or the placement of a tax lien against the property.

SETTLEMENT OFFER

In an effort to resolve this matter efficiently, we are prepared to offer the following settlement terms:

- **Reduced Settlement Amount:** **[\$[Insert Amount]]**
- **Payment Deadline:** [Insert Date]
- **Terms:** This amount must be paid in full by the deadline to waive remaining penalties.

If payment is received by the date specified above, the default status will be cleared, and the property will be returned to good standing regarding Vacant Property Tax requirements.

Please make checks payable to **[Insert Entity Name]** and mail them to the address listed below, or visit our online portal at [Insert URL] to pay by credit card or electronic check.

If you believe this notice has been sent in error, or if you have already made payment, please contact our office immediately at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Name/Signature]

[Your Title]

[Department Name]

[Organization Name]