

URGENT: FORMAL NOTICE OF TAX FORECLOSURE PROCEEDING

[Date]

[Property Owner Name]
[Property Address]
[City, State, Zip Code]

RE: Notice of Delinquent Taxes and Potential Loss of Property

Parcel Number: [Insert Parcel ID/APN]

Total Amount Due: \$[Insert Amount]

Dear [Property Owner Name],

This letter serves as an urgent notification regarding the unpaid property taxes for the property located at [Property Address]. According to county records, your account is seriously delinquent, and the property is currently at risk of **tax foreclosure**.

Failure to take immediate action may result in the property being sold at a public auction. Once a tax deed is issued or the foreclosure is finalized, you may lose all legal rights to the property, including the right to reside there.

To prevent the loss of your property, you must take one of the following steps immediately:

- **Full Payment:** Pay the total outstanding balance of \$[Insert Amount] including interest and penalties by [Insert Deadline Date].
- **Payment Plan:** Contact the [Insert County/City Department Name] at [Insert Phone Number] to determine if you qualify for a formal installment agreement.
- **Hardship Application:** Inquire about property tax exemptions or deferral programs for seniors, veterans, or disabled homeowners.

Please be advised that additional interest and legal fees will continue to accrue daily until the balance is resolved. Payments can be made in person at [Insert Office Address] or online at [Insert Website URL].

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] to provide proof of payment and stop foreclosure proceedings.

Sincerely,

[Your Name/Department Name]
[Title]
[Agency/Organization Name]
[Contact Information]