

FINAL NOTICE BEFORE TAX AUCTION

Date: [Date]
Property Index Number (PIN/APN): [Parcel Number]
Property Address: [Full Property Address]

TO: [Property Owner Name]
[Owner Mailing Address]
[City, State, Zip Code]

URGENT: ACTION REQUIRED TO PREVENT SALE OF PROPERTY

This letter serves as official final notice that according to our records, the property taxes for the aforementioned parcel are delinquent. As a result of this non-payment, the property is scheduled to be sold at a public tax auction on **[Auction Date]**.

To prevent the sale of your property and the loss of ownership, you must pay the total amount due before **[Final Payment Deadline Time/Date]**.

Total Amount Due: \$[Amount]
(Includes: Delinquent Taxes, Interest, Penalties, and Administrative Fees)

Payment Instructions:

- Payments must be made via [Certified Check / Cashier's Check / Money Order / Cash].
- Make payment payable to: [Name of Taxing Authority].
- Submit payment to: [Office Name and Physical Address].

Failure to remit the full payment by the deadline will result in the property being sold to the highest bidder. Once the auction is complete, your right to redeem the property may be limited or permanently extinguished under [State/Local] law.

If you believe this notice was sent in error, or if you have recently made this payment, please contact our office immediately at [Phone Number].

Sincerely,

[Name of Official]
[Title]
[Department Name]
[Agency/County Name]