

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Tax Assessor/Collector Name]
[County/City Tax Department Name]
[Department Address]

RE: Request for Property Tax Relief / Payment Plan

Property Address: [Full Address of the Property]

Parcel/Account Number: [Insert Number Here]

To the Office of the Tax Collector,

I am writing to formally request financial relief or a payment arrangement regarding the unpaid property taxes for the aforementioned property. Due to unexpected financial hardship, I am currently unable to pay the full balance of \$[Total Amount Owed] by the required deadline.

The reason for my financial difficulty is [Briefly state reason, e.g., medical emergency, job loss, or fixed income limitations]. I am committed to fulfilling my tax obligations, but I require assistance to avoid further penalties or foreclosure.

Specifically, I am requesting consideration for the following:

- A monthly payment plan of \$[Amount] per month.
- A temporary waiver or reduction of accumulated late penalties and interest.
- Information on any available senior, disability, or hardship exemptions for which I may qualify.

Enclosed are documents supporting my current financial situation, including [List documents, e.g., pay stubs, medical bills, or bank statements].

Please let me know the necessary steps to formalize an agreement or if there is a specific application form I must complete. I look forward to your positive response.

Sincerely,

[Your Signature]

[Your Printed Name]