

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

[Date]

[Tax Assessor/Collector Name]
[Department Name]
[Office Address]

**RE: Request for Tax Relief and Payment Plan for Property: [Property Address]
Parcel ID / Account Number: [Insert Number]**

To the Tax Collector,

I am writing to formally notify your office that I have recently inherited the property located at [Property Address] following the passing of the previous owner, [Deceased Person's Name], on [Date of Death].

Upon reviewing the property records, I have become aware of outstanding property tax arrears totaling \$[Amount]. As the new owner, I am committed to resolving this debt; however, due to [mention brief reason: e.g., the costs of probate, limited financial resources, or the sudden nature of the inheritance], I am currently unable to pay the full balance in a single lump sum.

I respectfully request that your office consider the following forms of relief:

- **Waiver of Penalties and Interest:** I request a one-time waiver of late fees and interest accrued during the period of probate and transition.
- **Installment Agreement:** I would like to propose a monthly payment plan of \$[Amount] until the arrears are satisfied.
- **Hardship Assistance:** Please inform me of any local programs or exemptions available to heirs or low-income homeowners that may reduce the total liability.

Attached to this letter, please find a copy of the death certificate and the [Deed/Probate Documents] confirming my legal interest in the property.

Thank you for your time and for considering my request during this difficult time. I look forward to your written response regarding how we may proceed.

Sincerely,

[Your Signature]

[Your Printed Name]