

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Phone Number]  
[Your Email]

[Date]

[Tax Assessor's Name/Appraisal Office Name]  
[Office Address]  
[City, State, Zip Code]

**RE: Property Value Adjustment Request for Parcel Number: [Your Parcel Number]**

To the Office of the Assessor,

I am writing to formally request a review of my property valuation for the current tax year. I have recently completed the installation of a new central air conditioning system at the property located at [Your Property Address].

The details of the installation are as follows:

- Date of Installation: [Date]
- Type of System: [Central AC / Heat Pump / Mini-Split]
- Total Cost of Improvement: \$[Amount]

I have attached copies of the building permit, the final inspection report, and the paid invoice from the licensed contractor for your records. I believe this capital improvement warrants an update to the property's characteristics and a corresponding adjustment to the assessed market value.

Please let me know if any further documentation is required or if a physical inspection of the property needs to be scheduled.

Thank you for your time and assistance regarding this matter.

Sincerely,

[Your Signature]

[Your Printed Name]