[Date]

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

RE: Notice of New Neighborhood Value Record

Dear [Property Owner Name],

This letter is to inform you that a new Neighborhood Value Record has been established for your area, effective [Effective Date].

Our records indicate that the valuation for your property located at [Property Address] has been updated based on recent market analysis, local sales data, and structural improvements within the neighborhood. This record is used to ensure fair and accurate assessments for all residents.

Current Assessment Summary:

- **Previous Recorded Value:** $[Amount]
- **New Recorded Value:** $[Amount]
- **Change Date:** [Date]

Please note that this notice reflects the updated market value record and may impact your future property tax assessments. You do not need to take any action at this time unless you wish to contest the valuation.

If you believe there is a factual error in this record or if you have questions regarding the methodology used, please contact the [Department Name] at [Phone Number] or visit [Website URL] to file an inquiry by [Deadline Date].

Sincerely,

[Signature]
[Name of Official]
[Title]
[Organization/Agency Name]