

OFFICIAL NOTICE OF PROPERTY TAX DELINQUENCY

Date: [Insert Date]

Property Owner Name: [Insert Name]

Property Address: [Insert Address]

Parcel/Tax ID Number: [Insert ID Number]

Dear Property Owner,

This letter serves as official notification that the property taxes for the above-referenced parcel are currently delinquent. Our records indicate that the payment for the [Year] tax cycle was due on [Insert Due Date] and has not yet been received.

Current Amount Owed:

- Base Tax Amount: \$[Amount]
- Late Penalties: \$[Amount]
- Accrued Interest: \$[Amount]
- **Total Balance Due: \$[Total Amount]** (Effective as of [Insert Date])

Failure to remit payment in full may result in the following actions:

- Additional monthly interest and penalty charges.
- The placement of a formal tax lien against the property.
- Potential inclusion of the property in a public tax sale or foreclosure proceeding.

Please remit payment immediately to avoid further costs. Payments can be made via [Insert Payment Methods: Online/Mail/In-Person].

If you believe this notice is in error, or if you have already sent your payment, please contact the [Insert Department Name] at [Insert Phone Number] or [Insert Email Address] immediately.

Sincerely,

[Authorized Name/Signature]

[Title]

[Tax Office/Agency Name]