

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

[Date]

[Tax Collector Name/Department]
[County/City Tax Office Address]
[City, State, Zip Code]

RE: URGENT - Property Tax Delinquency Resolution Plan

Property Address: [Full Property Address]

Parcel Number / Account Number: [Insert Number]

Dear Tax Collector,

I am writing to formally address the delinquent property tax notice I received regarding the above-referenced property. I am fully aware of my financial obligation and the urgency of this matter.

Due to [briefly state reason, e.g., unexpected medical expenses / temporary unemployment / financial hardship], I have fallen behind on my payments. However, I am committed to resolving this debt immediately to avoid further penalties or foreclosure proceedings.

I am requesting the following:

- A formal statement of the total balance due, including all interest and penalties.
- Information regarding an installment payment plan or a temporary deferment program.
- A waiver of late fees or penalties based on my current hardship.

Enclosed is a good-faith payment of \$[Amount] to be applied toward the outstanding balance while we finalize a resolution plan. Please let me know the necessary steps to formalize a payment agreement.

I look forward to your prompt response. Please contact me at [Phone Number] or [Email Address] at your earliest convenience.

Sincerely,

[Your Signature]

[Your Printed Name]