

URGENT NOTICE: PENDING TAX AUCTION LISTING

Date: [Insert Date]

Property Owner Name: [Insert Owner Name]

Property Address: [Insert Property Address]

Parcel Number: [Insert Parcel ID/APN]

Dear [Insert Owner Name],

This letter serves as formal notice that the property listed above is currently delinquent in property tax payments. According to our records, the total amount due is **\$\$[Insert Total Amount]**.

Failure to settle this debt by [Insert Deadline Date] will result in the property being officially listed for public tax auction. Once the property is sold at auction, you may lose all rights, title, and interest in the real estate.

To prevent the auction of your property, you must:

- Pay the full delinquent balance, including all interest and penalties.
- Contact the [Insert Department Name, e.g., County Treasurer's Office] to arrange a payment plan, if applicable.

Payments can be made via [Insert Payment Methods: e.g., Certified Check, Online Portal, In-person].

If you believe this notice has been sent in error, or if you have already made this payment, please contact our office immediately at [Insert Phone Number] to provide proof of payment.

Please give this matter your immediate attention to avoid the loss of your property.

Sincerely,

[Insert Name/Department]

[Insert Agency Name]

[Insert Contact Information]