

[Date]

[Recipient Name]

[Recipient Company/Title]

[Address]

[City, State, Zip Code]

RE: Acknowledgment of Property Tax Proration - [Property Address/Legal Description]

Dear [Recipient Name],

In connection with the closing of the sale of the commercial property located at [Property Address], this letter serves as a formal acknowledgment of the property tax proration agreement between [Seller Name] (the "Seller") and [Buyer Name] (the "Buyer").

The parties hereby agree to the following:

- **Tax Period:** [Start Date] to [End Date]
- **Total Estimated Tax Amount:** \$[Amount]
- **Seller's Pro-Rata Share:** \$[Amount] (based on [Number] days of ownership)
- **Buyer's Pro-Rata Share:** \$[Amount] (based on [Number] days of ownership)

The Seller has provided a credit to the Buyer in the amount of \$[Amount] on the final closing statement. The Buyer hereby assumes full responsibility for the payment of the actual tax bill when it is issued by the taxing authority.

Both parties acknowledge that the proration is based on the most recent available tax information. If the final tax bill differs from the estimate used at closing, the parties agree to: *[Select one: Adjust and re-prorate the taxes once the final bill is issued / Accept the current proration as final and binding].*

Please acknowledge your agreement by signing in the space provided below.

Sincerely,

[Sender Name/Title]

ACCEPTED AND AGREED:

SELLER:

Signature: _____

Date: _____

BUYER:

Signature: _____

Date: _____