

Date: [Date]

To: [Recipient Name]

Address: [Recipient Address]

City, State, Zip: [City, State, Zip]

Re: Post-Closing Property Tax Proration Readjustment

Property Address: [Full Property Address]

Closing Date: [Original Closing Date]

Dear [Recipient Name],

This letter serves as a formal acknowledgment and agreement regarding the readjustment of real estate tax prorations for the property referenced above. At the time of closing, tax prorations were calculated based on the most recent available tax bill or an estimate.

The final actual tax bill for the period of [Tax Year/Period] has now been issued by the taxing authority. Based on the actual amount of \$[Total Tax Amount], the prorated shares have been recalculated as follows:

- **Seller's Actual Share:** \$[Amount] (For period of [Date] to [Closing Date])
- **Buyer's Actual Share:** \$[Amount] (For period of [Closing Date] to [Date])
- **Original Proration Credit at Closing:** \$[Amount]
- **Adjustment Amount Due:** \$[Amount]

Based on these calculations, a payment in the amount of \$[Adjustment Amount] is due from the [Seller/Buyer] to the [Seller/Buyer].

By signing below, both parties acknowledge the accuracy of these recalculated figures and agree to settle the balance within [Number] days of the date of this letter.

Sincerely,

[Your Name/Company Name]

[Contact Information]

Acknowledgment and Agreement:

[Seller Name]

[Buyer Name]

Date signed: _____