

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

RE: Acknowledgment of Retroactive Property Tax Proration

Property Address: [Full Property Address]
Parcel ID/Account Number: [Number]

Dear [Recipient Name],

This letter serves as a formal acknowledgment of the retroactive property tax proration for the property located at the address referenced above. This adjustment pertains to the tax period beginning [Start Date] and ending [End Date].

Due to [Reason for Retroactive Adjustment, e.g., revised assessment, delayed closing statement, or change in exemption status], the property taxes have been recalculated to ensure an equitable distribution of tax liability between the parties involved.

The details of the proration are as follows:

- Total Annual Tax Amount: \$[Amount]
- Original Proration Amount Paid: \$[Amount]
- Revised Proration Amount: \$[Amount]
- **Balance Due / Refund Amount: \$[Amount]**

By signing this letter, the undersigned acknowledges that the calculations above are accurate and agrees to the retroactive adjustment of taxes. [Optional: Payment in the amount of \$[Amount] is enclosed / Please remit payment by [Date]].

If you have any questions regarding these calculations, please contact [Name] at [Phone/Email].

Sincerely,

[Your Signature]

[Your Printed Name]

Acknowledgment and Acceptance:

I/We, the undersigned, hereby acknowledge and accept the retroactive property tax proration as outlined above.

Signature: _____ Date: _____

Printed Name: _____