

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

[Date]

[Recipient Name or Title]
[Company or Agency Name]
[Address]
[City, State, Zip Code]

RE: Prorated Property Tax Adjustment for Property: [Property Address]

To Whom It May Concern,

I am writing to formally request a prorated property tax adjustment regarding the property located at [Property Address], identified by Parcel Number [Parcel Number].

This request is based on the change of ownership/occupancy that occurred on [Date of Closing or Transfer]. As of this date, the responsibility for property taxes should be allocated as follows:

- **Seller/Previous Owner Period:** [Start Date] to [Closing Date]
- **Buyer/New Owner Period:** [Closing Date] to [End of Tax Year]

According to my records, the total estimated tax for the current billing cycle is \$[Total Amount]. Based on the [Number] of days I owned the property during this cycle, my calculated prorated share is \$[Calculated Amount].

I have enclosed the [Closing Disclosure/Settlement Statement/Deed] to verify the date of transfer. Please update your records to reflect this adjustment and issue a revised statement or refund if applicable.

Thank you for your prompt attention to this matter. Please contact me if you require further documentation.

Sincerely,

[Your Signature]

[Your Printed Name]