

[Date]

[Property Owner Name]

[Mailing Address]

[City, State, Zip Code]

RE: Annual Residential Property Tax Assessment Reminder

Property Address: [Property Address]

Parcel ID / Account Number: [Account Number]

Dear Property Owner,

This letter serves as a formal reminder regarding your annual residential property tax assessment for the tax year [Year].

Assessment Details:

- Assessed Market Value: \$[Amount]
- Taxable Value: \$[Amount]
- Total Tax Due: \$[Amount]

Important Dates:

- Payment Due Date: [Date]
- Late Penalty Date: [Date]
- Deadline to Appeal Assessment: [Date]

Payment Options:

Payments can be made via the following methods:

- Online: [Website URL]
- By Mail: Check or Money Order sent to [Mailing Address]
- In Person: [Office Address] during business hours

If you believe the valuation of your property is incorrect, you have the right to file an appeal before the deadline mentioned above. Instructions for the appeal process can be found on our website at [Website URL].

Please disregard this notice if payment has already been made.

Sincerely,

[Name/Department Name]

[Office Name]

[Phone Number]
[Email Address]