

[Date]

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Subject: URGENT: Commercial Property Tax Assessment Deadline Reminder

Dear [Recipient Name],

This letter serves as a formal reminder regarding the upcoming deadline for your commercial property tax assessment filings for the current tax year.

Property Information:

- **Property Address:** [Property Address]
- **Parcel Number / APN:** [Parcel Number]
- **Filing Deadline:** [Deadline Date]

To avoid late penalties, interest charges, or the loss of your right to appeal the valuation, please ensure that all necessary documentation and returns are submitted to the [Taxing Authority Name] by the date listed above.

If you have already submitted your filing or have filed for a formal extension, please disregard this notice. Otherwise, we recommend immediate action to ensure your property remains in compliance with local tax regulations.

If you require assistance with the assessment process or believe there is an error in your records, please contact our office at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]