

[Current Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Reminder: Upcoming Property Tax Assessment Evaluation

Dear [Recipient Name],

This letter is a formal reminder regarding the upcoming property tax assessment evaluation for the property located at: [Property Address].

The local assessor's office is scheduled to conduct evaluations for the [Year] tax cycle starting on [Date]. The purpose of this assessment is to determine the current fair market value of your property, which will serve as the basis for your property tax obligations.

Evaluation Details:

- **Assessment Period:** [Start Date] to [End Date]
- **Parcel Number:** [Parcel/ID Number]
- **Action Required:** [e.g., No action needed / Please provide access to the property / Please submit updated records]

We recommend reviewing your property records for any inaccuracies and documenting recent improvements or structural changes that may influence the valuation. If you believe your current assessment does not reflect the actual market value, you will have the opportunity to file an appeal once the official notification of value is mailed on [Mailing Date].

For further information regarding the assessment process or to update your contact information, please visit [Website URL] or contact the Assessor's Office at [Phone Number].

Sincerely,

[Your Name/Department Name]

[Title]

[Organization Name]