

URGENT: FINAL NOTICE OF UNPAID PROPERTY TAX

Date: [Insert Date]

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

Property Reference Number: [Insert Account/Parcel Number]
Property Location: [Insert Property Address]

Dear [Recipient Name],

This is an urgent reminder that our records show an outstanding balance for your property tax assessment for the period of [Insert Tax Year/Period].

Despite previous notifications, the following amount remains unpaid:

- Base Tax Amount: \$[Amount]
- Late Penalties/Interest: \$[Amount]
- **Total Balance Due: \$[Total Amount]**

Please be advised that your payment is now past due. Failure to remit payment by [Insert Final Deadline Date] may result in further legal action, additional interest charges, or the placement of a lien against the property.

Payment Options:

- Online: [Insert Website URL]
- By Mail: [Insert Mailing Address for Payments]
- In Person: [Insert Office Address and Hours]

If you have already made this payment, please disregard this notice. If you are experiencing financial hardship or believe this assessment is in error, please contact our office immediately at [Insert Phone Number] or [Insert Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Sender Name/Department]
[Organization Name]
[Contact Information]