

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Reminder: Tax Assessment Schedule for [Property Address/Portfolio]

Dear [Client Name],

This is a formal reminder regarding the upcoming tax assessment schedule for your investment property located at [Property Address].

To ensure all filings are accurate and submitted before the deadline of [Due Date], please provide the following documentation by [Requested Return Date]:

- Current rental income statements
- Itemized maintenance and repair receipts
- Property management fee summaries
- Mortgage interest statements
- Updated property valuation or recent appraisal (if applicable)

Timely submission of these documents is essential to minimize your tax liability and avoid any late filing penalties from the [Local Tax Authority].

Please upload these documents to our secure portal or reply to this email with the attachments. If you have any questions regarding the assessment process, please contact our office at [Phone Number].

Sincerely,

[Your Name/Company Name]

[Your Title]

[Contact Information]