

[Date]

[Owner/Manager Name]

[Company Name]

[Mailing Address]

[City, State, Zip Code]

RE: REMINDER - Property Tax Assessment Review for [Property Name/Address]

Dear [Owner/Manager Name],

This letter serves as a friendly reminder regarding the upcoming deadline for the property tax assessment review for your multi-unit property located at [Property Address].

As of [Current Date], the local taxing authority has issued the preliminary assessment for the current tax year. Based on our initial market analysis of comparable multi-family assets in the area, there may be grounds to contest the valuation to ensure your tax burden remains fair and accurate.

Key Information:

- **Parcel Number(s):** [Insert Parcel ID/APN]
- **Current Assessment:** \$[Insert Amount]
- **Appeal Filing Deadline:** [Insert Date]

To proceed with a formal review or to file an appeal, we require the following documentation by [Insert Internal Deadline Date]:

- Current Rent Roll (including vacancy rates)
- Year-end Operating Statements for the past two years
- Details of any recent capital improvements or structural issues

Missing the filing deadline will result in the current assessment being finalized for the year, which may impact your net operating income and property valuation.

Please contact our office at [Phone Number] or [Email Address] to confirm how you would like to proceed.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]