

[Your Name/Department]
[Organization Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Date]

[Property Owner Name]
[Owner Mailing Address]
[City, State, Zip Code]

RE: Notice of Property Tax Assessment Reminder

Property ID / Parcel Number: [Insert Parcel Number]
Property Description: [Insert Short Legal Description/Address]

Dear [Property Owner Name],

This letter serves as a reminder regarding the upcoming property tax assessment for your vacant land located in [County/Municipality Name].

The assessment for the current tax year is scheduled to be finalized on [Date]. Please take note of the following details regarding your property valuation:

- **Current Assessed Value:** \$[Amount]
- **Assessment Date:** [Date]
- **Tax Year:** [Year]

As the owner of vacant land, it is important to ensure that our records accurately reflect the current state of your property. If there have been any changes to the land, such as zoning updates, environmental restrictions, or site improvements, please notify our office immediately.

If you disagree with this assessment, you have the right to file an appeal. The deadline to submit an appeal application is [Appeal Deadline Date]. Applications received after this date will not be considered for the current cycle.

Payment for the assessed taxes will be due on [Due Date]. Please ensure payment is made promptly to avoid late fees or interest penalties.

If you have any questions or require further documentation, please contact the [Assessor's Office/Tax Department] at [Phone Number] or visit our website at [Website URL].

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]