

[Date]

[Owner Name]

[Mailing Address]

[City, State, Zip Code]

Subject: Reminder - Quarterly Property Tax Assessment Due Date

Dear Property Owner,

This is a formal reminder regarding your upcoming quarterly property tax assessment for the following property:

Property Address: [Property Address]

Parcel ID/Account Number: [Account Number]

Payment Details:

Quarter: [e.g., Q3 - July to September]

Amount Due: \$[Amount]

Due Date: [Date]

To avoid late fees or interest penalties, please ensure that your payment is received or postmarked by the due date mentioned above.

Payment Methods:

- **Online:** Visit [Website URL] to pay via credit card or e-check.
- **By Mail:** Send a check payable to [Tax Collector Office Name] to [Mailing Address].
- **In Person:** Visit our office located at [Office Address] during business hours.

If you have already made this payment, please disregard this notice. If you have questions or believe there is an error in your assessment, please contact the Tax Office at [Phone Number] or [Email Address].

Sincerely,

[Name/Department]

[Tax Office Name]