

[Current Date]

[Recipient Name]

[Recipient Title/Department]

[Company Name]

[Address Line 1]

[City, State, Zip Code]

Subject: Annual Property Tax Assessment Review - Portfolio Reminder

Dear [Name],

This letter serves as a formal reminder regarding the upcoming property tax assessment deadlines for the real estate portfolio. As we approach the new fiscal period, it is essential to review the valuations issued by the local taxing authorities for the following properties:

- [Property Address 1 / Parcel ID]
- [Property Address 2 / Parcel ID]
- [Property Address 3 / Parcel ID]

Please ensure that the following actions are completed by [Deadline Date]:

1. Verify the accuracy of the assessed market values.
2. Confirm the deadline for filing formal appeals or grievances.
3. Gather comparable market data to determine if an overvaluation has occurred.
4. Prepare all necessary documentation for internal review and approval.

Failure to review these assessments within the statutory timeframe may result in the forfeiture of our right to appeal, potentially leading to unnecessary tax liabilities for the portfolio.

Please provide a status update on these reviews by [Status Update Date]. If you require any additional documentation or support from the accounting department, please let me know immediately.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]