

[Date]

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

Re: Property Tax Assessment Appeal Deadline - [Property Address/Parcel Number]

Dear [Recipient Name],

This is a formal reminder regarding the upcoming deadline to appeal your property tax assessment for the [Year] tax cycle. According to the records from the [County/City] Assessor's Office, the final date to file an appeal is **[Deadline Date]**.

If you believe your property's assessed value is higher than its actual market value or if there are errors in the property description, it is crucial to submit your appeal before this date. Missing this deadline will result in the loss of your right to challenge the assessment for this tax year.

To file an appeal, you will typically need to provide:

- A completed appeal form.
- Evidence of comparable sales in your area.
- Photographs or documentation of property defects (if applicable).
- A recent independent appraisal (if available).

Please contact the [Local Assessment Office Name] at [Phone Number] or visit [Website URL] to obtain the necessary forms and filing instructions.

If you have already filed your appeal or have decided not to pursue one, please disregard this notice.

Sincerely,

[Your Name/Company Name]  
[Your Phone Number]  
[Your Email Address]