

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

[Assessor's Name or Office Name]
[County/City Tax Assessor's Office]
[Office Address]
[City, State, Zip Code]

Subject: Follow-up on Property Tax Exemption Application - [Property Index Number/Parcel ID]

Dear [Contact Person Name or Assessor's Office],

I am writing to follow up on the status of my property tax exemption application for the property located at [Property Address], identified by Parcel ID/PIN [Insert Number].

I submitted my initial application and supporting documentation for the [Insert Type of Exemption, e.g., Homestead, Senior Citizen, Veteran] exemption on [Date of Submission]. To date, I have not received a formal notification regarding the approval or status of this request.

Could you please provide an update on the current status of my application? Additionally, please let me know if there are any further documents or information required from my end to complete the processing.

I have attached a copy of my original submission for your convenience. I look forward to hearing from you soon.

Thank you for your time and assistance.

Sincerely,

[Your Signature]

[Your Printed Name]