

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

[Date]

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

**RE: Notice of Intent to Appeal Property Tax Assessment**

**Property Address:** [Full Address of Property]  
**Parcel Number / Account Number:** [Insert Number from Tax Bill]  
**Assessment Year:** [Year]

To the Office of the Assessor,

I am writing to formally notify your office of my intent to appeal the recent property tax assessment for the property identified above, as indicated in the notice dated [Date of Assessment Notice].

I believe the current assessed value of \$[Insert Assessed Value] exceeds the fair market value of the property. I am contesting this assessment based on the following reason(s):

- [Reason 1: e.g., Incorrect property data/square footage]
- [Reason 2: e.g., Recent appraisal value lower than assessment]
- [Reason 3: e.g., Discrepancies with comparable sales in the area]

Please provide me with the necessary forms, procedural instructions, and the scheduled deadline for filing a formal appeal. Additionally, please include any information regarding the evidence required to support my case during the review process.

I look forward to your prompt response regarding the next steps in this appeal.

Sincerely,

[Your Signature]

[Your Printed Name]