

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

[Date]

[Assessor's Name, if known]
[Office of the Assessor]
[County/City Name]
[Mailing Address]

RE: Request for Property Assessment Records

To the Office of the Assessor,

I am writing to formally request a copy of the detailed property assessment records for the following property:

Property Address: [Full Street Address, City, State, Zip]

Parcel Number (APN): [Insert Parcel Number here]

Specifically, I am requesting the "property record card" or "assessment worksheet" which includes details used to determine the current valuation, such as:

- Square footage calculations
- Lot size and land value
- Number of bedrooms and bathrooms
- Improvements or renovations on file
- Comparable properties used for valuation

Please let me know if there are any duplication fees associated with this request. You may send the records to my email address listed above or to my physical mailing address.

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]