

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

[Date]

[Recipient Name]
[Title, e.g., Tax Assessor / Appraiser]
[Organization Name]
[Address]
[City, State, Zip Code]

RE: Submission of Comparable Sales Evidence for [Property Address / Parcel Number]

Dear [Recipient Name],

I am writing to formally submit evidence regarding the current valuation of the property located at [Property Address]. I believe the current assessment does not accurately reflect the fair market value of the property based on recent sales of similar homes in the immediate area.

Attached to this letter, please find a detailed report of comparable sales ("comps") that have occurred within the last [Number] months. These properties are similar in size, age, condition, and location to the subject property.

Summary of Comparable Sales:

- **Comparable 1:** [Address] | Sale Date: [Date] | Sale Price: \$[Amount]
- **Comparable 2:** [Address] | Sale Date: [Date] | Sale Price: \$[Amount]
- **Comparable 3:** [Address] | Sale Date: [Date] | Sale Price: \$[Amount]

Based on these recent transactions, I request a review of my property's valuation. The average sales price of these comparable properties suggests a market value of approximately \$[Your Estimated Value].

Thank you for your time and for considering this evidence. I look forward to your response regarding any adjustments made to the valuation.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosures: [List documents, e.g., Photos, HUD-1 Statements, Official Sales Records]