

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

[Date]

[Name of Clerk/Board Secretary]  
[Name of County Board of Equalization]  
[Street Address]  
[City, State, Zip Code]

**RE: Formal Request for Assessment Appeal Hearing**

To the Honorable Members of the Board of Equalization:

I am writing to formally request a hearing before the Board of Equalization regarding the property assessment for the tax year [Year]. I am appealing the valuation of the property identified below:

- **Parcel/Account Number:** [Insert Number]
- **Property Address:** [Insert Full Address]
- **Current Assessed Value:** \$[Amount]
- **Requested Assessed Value:** \$[Amount]

The basis for this appeal is [State Reason: e.g., Fair Market Value / Inequality with Similar Properties / Clerical Error]. I believe the current assessment exceeds the actual market value of the property as of the assessment date.

I have enclosed the following supporting documentation for your review:

- [List Document 1, e.g., Recent Appraisal]
- [List Document 2, e.g., Comparable Sales Data]
- [List Document 3, e.g., Photographs of Property Condition]

Please notify me of the scheduled date and time for the formal hearing. I look forward to presenting my case to the Board.

Sincerely,

[Your Signature]

[Your Printed Name]