

[Date]

[Homeowner Name]

[Property Address]

[City, State, Zip Code]

Subject: Reminder: Document Preparation for Property Tax Assessment

Dear [Homeowner Name],

This is a reminder regarding the upcoming property tax assessment period for the property located at [Property Address]. To ensure an accurate valuation and to potentially qualify for available exemptions, please begin preparing the necessary documentation.

We recommend gathering the following items:

- Recent appraisal reports
- Records of major home improvements or repairs
- Proof of primary residency (for homestead exemptions)
- Photos showing any structural issues or damage
- Sales data for comparable properties in your neighborhood

Please have these documents organized and ready by [Deadline Date]. Accurate documentation is essential for verifying that your property is assessed at fair market value.

If you have any questions regarding the assessment process or the specific forms required, please contact [Department/Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Organization]

[Title]