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

[Date]

[Assessor's Name or Board of Equalization]
[Local Tax Assessor's Office]
[Office Address]
[City, State, Zip Code]

RE: Notice of Property Tax Assessment Appeal

Property Owner: [Your Name]
Property Address: [Address of Property Being Appealed]
Parcel/Account Number: [Your Property Identification Number]
Assessed Value in Dispute: $[Amount]

Dear Assessor,

I am writing to formally appeal the recent property tax assessment for the property mentioned above. I believe the current assessed value is higher than the actual market value of the property as of the valuation date.

I am contesting this assessment based on the following reason(s):

- **Comparable Sales:** Recent sales of similar properties in my immediate area suggest a lower market value.
- **Property Condition:** There are specific issues (e.g., foundation damage, outdated systems, or needed repairs) that negatively impact the value which were not considered.
- **Assessment Inequity:** My property is assessed at a significantly higher rate than identical properties in the same neighborhood.
- **Factual Errors:** The property record contains incorrect information regarding square footage, lot size, or the number of rooms.

I have attached supporting documentation, including [list documents, e.g., a recent independent appraisal, photos of damage, or a list of comparable sales] for your review.

I request a review of this assessment and look forward to your response regarding a possible adjustment. Please let me know if any additional information is required or if a hearing date has been set.

Sincerely,

[Your Signature]

[Your Printed Name]