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

[Date]

[Assessor's Name/Office Name]
[Assessor's Office Address]
[City, State, Zip Code]

RE: Appeal of Property Description for Parcel ID: [Your Parcel Number]

Dear Assessor,

I am writing to formally appeal the property assessment for the property located at [Your Property Address] based on factual errors in the official property description. These inaccuracies have resulted in an incorrect valuation of my property.

According to the current property records, the following information is listed incorrectly:

- **Square Footage:** The record states [Incorrect Square Footage], but the actual square footage is [Correct Square Footage].
- **Room Count:** The record states [Incorrect Number] bedrooms/bathrooms, but the property actually contains [Correct Number].
- **Property Features:** The record incorrectly lists [e.g., a finished basement/garage/pool] which does not exist or is significantly different in size/type.
- **Lot Size:** The records state [Incorrect Acreage/Dimensions], whereas the actual size is [Correct Acreage/Dimensions].

I have attached supporting documentation to verify these corrections, including:

- [e.g., Recent professional appraisal]
- [e.g., Original blueprints or floor plans]
- [e.g., Property survey]
- [e.g., Photographs of the area in question]

Based on these factual corrections, I request that the property record be updated and the assessed value be adjusted accordingly to reflect the true characteristics of the property.

Please notify me of the outcome of this appeal or if any further information is required. Thank you for your time and assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]