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

[Date]

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

RE: Formal Notice of Appeal

Property Address: [Address of Property]
Parcel/Account Number: [Number]
Case/Assessment Number: [Number]

To the Members of the Board of Equalization:

This letter serves as a formal appeal of the property tax assessment issued for the aforementioned property for the tax year [Year]. I received the notice of assessment on [Date], and I am submitting this appeal within the required statutory timeframe.

I am contesting the assessment on the following grounds:

- **Fair Market Value:** The current assessment of $[Amount] exceeds the actual market value of the property.
- **Unequal Extraction:** The assessment is inconsistent with the valuations of comparable properties in the immediate area.
- **Property Condition:** The assessment does not account for specific physical defects or limitations of the property, such as [List issues, e.g., foundation damage, outdated systems].

Based on my analysis of recent comparable sales and the current condition of the property, I believe the fair market value should be adjusted to $[Your Estimated Value].

Enclosed please find supporting documentation, including [List attachments, e.g., recent appraisal, photographs, or list of comparable sales].

I request a formal hearing to present my evidence before the Board. Please notify me of the scheduled date and time at your earliest convenience.

Thank you for your time and consideration of this matter.

Sincerely,

[Your Signature]
[Your Printed Name]