

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

[Date]

[Recipient Name]
[Recipient Title, e.g., Tax Assessor or Appraiser]
[Organization Name]
[Address]
[City, State, Zip Code]

RE: Property Assessment Comparison for [Your Property Address] (Parcel ID: [Your Parcel ID])

Dear [Recipient Name],

I am writing to formally request a review of the current assessment for my property located at [Your Property Address]. After reviewing the records for adjacent and nearby properties, I believe there is an inconsistency in the valuation of my property compared to similar homes in the immediate area.

Specifically, I have identified the following adjacent properties that serve as direct comparisons:

Comparison Property 1:

Address: [Address 1]
Parcel ID: [ID 1]
Key Similarities: [e.g., Same lot size, identical square footage]
Difference in Assessment: [Details]

Comparison Property 2:

Address: [Address 2]
Parcel ID: [ID 2]
Key Similarities: [e.g., Same year built, same number of bedrooms]
Difference in Assessment: [Details]

Based on these comparisons, my property is currently valued significantly higher than neighboring properties that share nearly identical characteristics. [Optional: Mention any specific negative factors affecting your property, such as traffic noise or poor drainage, that neighbors do not face].

I have attached [List attachments, e.g., photos, assessment printouts, or maps] to support this comparison. I respectfully request that you adjust my property assessment to align with these fair market valuations.

Thank you for your time and assistance with this matter. I look forward to hearing from you regarding the next steps in this review process.

Sincerely,

[Your Signature]

[Your Printed Name]