

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

[Date]

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

RE: Follow-Up on Property Tax Assessment for [Property Address / Parcel Number]

Dear [Assessor's Name or Contact Person],

I am writing to follow up on my previous communication dated [Date of original inquiry] regarding the recent property tax assessment for the property located at [Property Address].

As mentioned in my initial letter, I am concerned that the current assessed value of \$[Amount] does not accurately reflect the fair market value of the property. My concerns are based on the following factors:

- [Reason 1: e.g., Recent sales of comparable properties in my neighborhood]
- [Reason 2: e.g., Specific property damage or structural issues not accounted for]
- [Reason 3: e.g., Errors in the property description or square footage]

I have not yet received a response regarding my request for a formal review or an explanation of how this valuation was reached. Could you please provide an update on the status of my inquiry? Additionally, please let me know if there are specific forms or additional documentation required to proceed with a formal appeal.

Thank you for your time and assistance in resolving this matter. I look forward to hearing from you soon.

Sincerely,

[Your Signature]

[Your Printed Name]