

[Municipality Name]
[Department of Finance/Revenue]
[Address Line 1]
[City, State, Zip Code]
[Phone Number]
[Email Address]

Date: [Insert Date]

RE: ADVISORY OF LOCAL TAX OBLIGATIONS

Dear [Property Owner/Business Name],

This letter serves as a formal advisory regarding your tax obligations to the [Municipality Name] for the current fiscal year. Our records indicate that you are the registered owner of the following property or business entity:

Account/Parcel Number: [Insert Number]
Physical Address: [Insert Property/Business Address]

Please be advised of the following upcoming deadlines and requirements:

- **Tax Type:** [e.g., Real Estate Tax / Business License Tax]
- **Assessment Period:** [Start Date] to [End Date]
- **Total Amount Due:** \$[Amount]
- **Due Date:** [Insert Date]

Payments can be made via the following methods:

- **Online:** [Insert Website URL]
- **By Mail:** Send a check to the address listed at the top of this letter.
- **In Person:** Visit the Cashier's Office at [Office Location] between [Hours].

Failure to remit payment by the specified due date may result in the accrual of interest, late fees, or further administrative action in accordance with local municipal codes.

If you have already made this payment, please disregard this notice. If you believe there is an error in this assessment or if you require assistance with a payment plan, please contact our office at [Phone Number] or [Email Address] before the deadline.

Sincerely,

[Authorized Signature]
[Name of Official]
[Title/Position]
[Municipality Name]