

[Date]

[Taxing Authority Name]
[Tax Collector Office Address]
[City, State, Zip Code]

RE: Notice of Change in Real Estate Tax Servicing Agent

To the Tax Collector,

This letter is to formally notify your office that the responsibility for servicing the real estate taxes for the property listed below has been transferred.

Property Information:

- Property Address: [Property Street Address, City, State, Zip]
- Parcel ID / Tax Map Number: [Insert Number]
- Owner of Record: [Owner Name]

Previous Servicing Agent:

[Previous Company Name]
[Previous Address]

New Servicing Agent (Effective [Date]):

[New Company Name]
[New Billing Address]
[City, State, Zip Code]
[Phone Number]

Please update your records to ensure that all future tax bills, assessments, and correspondence related to this property are directed to the New Servicing Agent listed above.

If you require any additional documentation or have questions regarding this transfer, please contact [Contact Name/Department] at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Company Name]