

**DATE:** [Current Date]

**FROM:**

[Tax Collector Name/Department]

[Office Address]

[City, State, Zip Code]

[Phone Number]

**TO (Property Owner):**

[Owner Name]

[Mailing Address]

[City, State, Zip Code]

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**RE: NOTICE OF DELINQUENT PROPERTY TAXES**

**Property Address:** [Physical Address of Property]

**Parcel ID / Account Number:** [Insert Number]

**Tax Year(s):** [Insert Years, e.g., 2022, 2023]

Dear [Owner Name],

This letter serves as a formal demand for payment regarding the delinquent property taxes owed on the above-referenced property. According to our records, your account is past due, and previous notices have remained unpaid.

The total amount currently due is broken down as follows:

- Base Tax Amount: \$[0.00]
- Accrued Interest: \$[0.00]
- Penalties/Late Fees: \$[0.00]
- **TOTAL AMOUNT DUE: \$[0.00]**

Please be advised that interest continues to accrue on the unpaid balance daily. To avoid further penalties or the initiation of legal collection actions-which may include tax liens, foreclosure, or the sale of the property-payment must be received in full by [Deadline Date].

**Payment Options:**

- **By Mail:** Send a check or money order to the address listed above.
- **In Person:** Visit our office during business hours.
- **Online:** Visit [Website URL] and enter your Parcel ID.

If you believe this notice has been sent in error, or if you have already made this payment, please contact our office immediately at [Phone Number] to provide proof of payment.

Failure to respond to this demand will result in further enforcement action as permitted by law.

Sincerely,

[Signature]

[Printed Name]

[Title/Department]