

DATE: [Current Date]

TO:

[Property Owner Name]

[Mailing Address]

[City, State, Zip Code]

RE: INITIAL NOTICE OF PROPERTY TAX DELINQUENCY

Property Address: [Property Address]

Parcel ID / Account Number: [Parcel ID Number]

Dear [Property Owner Name],

This letter serves as a formal notification that our records indicate the property taxes for the above-referenced parcel are currently past due. The payment for the [Tax Year] tax period was due on [Original Due Date] and has not yet been received.

Account Summary:

- **Original Tax Amount:** \$[Amount]
- **Accrued Interest:** \$[Amount]
- **Late Penalties:** \$[Amount]
- **Total Amount Due:** \$[Total Amount]

Please be advised that interest and penalties continue to accrue on a monthly basis until the balance is paid in full. Failure to resolve this delinquency may result in further collection actions, which may include tax liens or a tax sale of the property as permitted by law.

If you have already sent your payment, please disregard this notice. If you believe there is an error regarding this account, please contact our office immediately.

Payment Options:

- [Online Payment Link/Instructions]
- [Mailing Address for Checks]
- [In-Person Payment Location]

Please submit your payment by [Deadline Date] to avoid additional penalties.

Sincerely,

[Your Name/Department]

[Agency Name]

[Phone Number]

[Email Address]