

URGENT NOTICE: PROPERTY TAX DEFAULT

Date: [Insert Date]

To: [Property Owner Name]

Address: [Property Owner Mailing Address]

City, State, Zip: [City, State, Zip]

RE: Notice of Delinquency and Tax Default

Parcel Number / APN: [Insert Parcel Number]

Property Address: [Insert Property Physical Address]

Dear [Property Owner Name],

Official records indicate that the property taxes for the above-referenced parcel are currently delinquent. As of the date of this letter, our records show that the required payments for the [Tax Year] tax cycle have not been received.

Due to non-payment, this property has been officially declared in **Default**. Please be advised that additional penalties, interest, and administrative fees are accruing monthly on the unpaid balance.

Summary of Amount Due:

- Base Tax Amount: \$[0.00]
- Penalties to Date: \$[0.00]
- Interest Charges: \$[0.00]
- Administrative Fees: \$[0.00]
- **Total Balance Due: \$[0.00]**

Failure to resolve this delinquency may result in further legal action, including the placement of a tax lien against the property or the eventual sale of the property at a public tax auction to satisfy the debt.

To avoid further penalties, please remit the total balance due immediately. Payments can be made via [Insert Payment Methods, e.g., online portal, mail, or in-person].

If you believe this notice was sent in error, or if you have already made this payment, please contact the [Insert Department Name, e.g., Tax Collector Office] at [Insert Phone Number] immediately.

Sincerely,

[Sender Name/Official Name]

[Title]

[Office/Organization Name]

[Contact Information]