

URGENT: ACTION REQUIRED REGARDING DELINQUENT PROPERTY TAXES

Date: [Insert Date]

To: [Property Owner Name]

Mailing Address: [Owner Mailing Address]

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

RE: NOTICE OF TAX DEFAULT

Property Address: [Insert Property Address]

Parcel Number (APN): [Insert Parcel Number]

Total Amount Due: \$[Insert Total Amount]

Dear [Property Owner Name],

Our records indicate that the property taxes for the above-referenced parcel are currently delinquent. As of the date of this letter, the total balance due includes the original tax amount, accrued interest, and administrative penalties.

Failure to resolve this delinquency may result in the following actions:

- Additional monthly interest charges and late penalties.
- The placement of a formal tax lien against the property.
- Potential tax sale or foreclosure proceedings to recover the unpaid balance.

Required Action:

To avoid further collection efforts, please remit the full payment of \$[Insert Amount] by [Insert Deadline Date]. Payments can be made via [Insert Payment Methods, e.g., online portal, mail, or in person].

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

Please give this matter your immediate attention to protect your property rights.

Sincerely,

[Your Name/Department]

[Agency/Organization Name]

[Contact Email/Website]