

## NOTICE OF DEFAULT AND INTENT TO FORECLOSE

Date: [Insert Date]

Property Address: [Insert Property Address]

Parcel Number: [Insert APN/Parcel ID]

**TO:** [Owner Name]

[Mailing Address]

[City, State, Zip Code]

### URGENT: FINAL NOTICE REGARDING DELINQUENT PROPERTY TAXES

This letter serves as official notice that the property taxes for the above-referenced parcel are severely delinquent. Our records indicate that you have failed to pay the required taxes for the following tax year(s):

- [Year]: \$[Amount]
- [Year]: \$[Amount]
- Late Fees/Interest: \$[Amount]
- **Total Balance Due: \$[Total Amount]**

Please be advised that as of [Deadline Date], a formal Default has been recorded against this property. Failure to pay the full balance listed above by [Payment Deadline Date] will result in further legal action, which may include:

- The imposition of additional administrative fees and penalties.
- The tax lien being sold to a third party.
- A public tax sale or foreclosure of the property to satisfy the debt.

#### **To prevent further action, you must:**

1. Pay the Total Balance Due in full via certified funds (Cashier's Check or Money Order).
2. Make payment at [Insert Office Name/Address] no later than [Time] on [Date].

If you believe this notice has been sent in error, or if you have recently made a payment, please contact the Tax Collector's Office immediately at [Phone Number].

Sincerely,

[Name of Official]

[Title]

[Department/Agency Name]