

[Sender Name/Department]
[Taxing Authority Name]
[Address Line 1]
[Address Line 2]
[Phone Number]

[Date]

[Property Owner Name]
[Mailing Address Line 1]
[Mailing Address Line 2]

RE: NOTICE OF DEFAULT AND INTENT TO FORECLOSE

Property Address: [Property Address]
Parcel ID / Account Number: [Parcel ID Number]

Dear [Property Owner Name],

This letter serves as official notice that your property taxes for the tax year(s) [Year(s)] are currently delinquent. As of the date of this letter, our records indicate a total outstanding balance of **[\$Total Amount Due]**.

This balance includes the following:

- Base Tax Amount: \$[Amount]
- Accrued Interest: \$[Amount]
- Penalties and Fees: \$[Amount]

URGENT ACTION REQUIRED: Failure to pay the full amount or establish an approved payment plan by [Deadline Date] may result in further legal action. This may include the placement of a tax lien against the property, a tax certificate sale, or a tax foreclosure sale of the property to satisfy the debt.

Please remit payment to [Payment Office Name/Address] or visit [Website URL] to pay online. If you believe this notice was sent in error, or if you have already made this payment, please contact our office immediately at [Phone Number].

Sincerely,

[Authorized Signature]
[Printed Name]
[Title]