

OFFICIAL NOTICE OF DEFAULT

DATE: [Insert Date]

CERTIFIED MAIL: [Insert Tracking Number]

RE: NOTICE OF DELINQUENT PROPERTY TAXES

Property Address: [Insert Full Property Address]

Parcel ID / Tax Map Key: [Insert Parcel Number]

Total Amount Overdue: \$[Insert Total Amount]

To: [Insert Property Owner Name(s)]

This letter serves as formal notification that the property taxes for the above-referenced property are currently delinquent. According to our records, the statutory deadline for payment has passed, and your account is now in official default.

Breakdown of Amount Due:

- Base Tax Amount: \$[0.00]
- Accrued Interest: \$[0.00]
- Penalties/Late Fees: \$[0.00]
- Administrative Costs: \$[0.00]
- **Grand Total Due: \$[0.00]**

Please be advised that the "Grand Total Due" is valid through [Insert Date]. Additional interest and penalties will continue to accrue daily until the balance is paid in full.

REQUIRED ACTION:

To cure this default, you must remit the full amount listed above by [Insert Deadline Date]. Payment must be made via [Insert Accepted Payment Methods, e.g., Cashier's Check or Money Order] made payable to [Insert Agency Name].

FAILURE TO RESPOND:

Failure to pay the delinquent amount or contact this office to arrange a formal payment plan by the deadline may result in further legal action. This may include, but is not limited to, the filing of a tax lien against the property, the commencement of foreclosure proceedings, or the sale of the property at a public tax auction.

If you believe this notice has been sent in error, or if you have already made payment, please provide proof of payment to our office immediately.

Sincerely,

[Signature]

[Printed Name]

[Title/Department]

[Agency/Organization Name]

[Phone Number]
[Email Address]