

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Date]

[County Tax Collector Name]  
[County Department Name]  
[Address]  
[City, State, Zip Code]

**RE: Property Tax Disbursement from Escrow Account**

To whom it may concern,

This letter serves as formal authorization and notification regarding the disbursement of property tax payments for the following property:

**Property Owner(s):** [Owner Name]  
**Property Address:** [Full Property Address]  
**Parcel/Account Number:** [Insert Parcel ID]

Please find the enclosed payment in the amount of \$[Amount] for the [Year] tax cycle. These funds are being disbursed directly from the escrow account associated with the mortgage on the aforementioned property.

Please apply this payment to the [Current/Late] installment of property taxes. We request that you provide a receipt of this transaction to the billing address listed at the top of this letter.

If there are any discrepancies regarding the amount due or if further information is required, please contact our office immediately at [Phone Number] or via email at [Email Address].

Sincerely,

[Signature]

[Printed Name]  
[Title/Organization]