

[Your Name]
[Your Mailing Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

[County/City Assessor's Office Name]
[Office Address]
[City, State, Zip Code]

RE: Notice of Ownership Transfer and Request for Tax Roll Update

To the Office of the Assessor,

I am writing to formally request an update to the property tax records for the property identified below following a recent change in ownership.

Property Information:

Property Address: [Full Property Address]
Parcel Number / APN: [Insert Parcel Number]
Legal Description: [Optional: Insert Legal Description]

Transfer Details:

Previous Owner(s): [Name of Seller/Previous Owner]
New Owner(s): [Name of Buyer/New Owner]
Date of Transfer: [Closing Date]
Recording Information: [Insert Deed Recording Number, if available]

Please update your records to ensure that all future property tax assessments, bills, and official correspondence are directed to the new owner at the following address:

New Mailing Address:

[New Owner Name]
[Mailing Address]
[City, State, Zip Code]

I have attached a copy of the recorded deed for your reference. Please let me know if any further documentation or forms are required to finalize this update.

Thank you for your assistance in this matter.

Sincerely,

[Signature]
[Print Name]