

(Date of Letter)

(City Assessor's Office)

(Street Address)

(City, State and Zip Code)

RE: Tax Assessment

Attn: City Assessor

Dear City Assessor:

Recently a notice was received relative to a tax assessment on the following property:

(describe property). The assessment received appears to be erroneous since there have not been any improvements made to the property that would substantiate the increased assessment. Kindly provide the undersigned with all of the information that was used to determine the assessed evaluation and, in this regard, kindly provide any appraisals, comparative properties and any other matters that were used to formulate the new assessment. For your records, a copy of the assessment and legal description on the assessment are enclosed.

In addition to the foregoing, kindly provide the undersigned with an outline of the procedures required to challenge the assessment, including all proper government procedure forms, etc., that must be used to challenge an assessment that is believed to be excessive. Should you have any questions relative to this request, please do not hesitate to contact the undersigned. Thank you.

Very truly yours,

(Signature)

(Address)

(City, State and Zip Code)

(Phone Number)

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This is not a substitute for legal advice. An attorney must be consulted.