

Request for Access to Property Tax Records

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [Recipient Name]

[Department Name]

[City/County Tax Office Name]

[Office Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request access to property tax records for [specific property address or description] in accordance with [insert relevant law or policy, if applicable]. I believe that access to these records is essential for [state your purpose briefly].

Please let me know if there are any forms or fees associated with this request. I appreciate your assistance and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]