

Property Tax Overdue Notification

Date: [Insert Date]

To: [Property Owner's Name]

[Property Owner's Address]

Dear [Property Owner's Name],

We are writing to inform you that your property tax payment due for the property located at [Property Address] is currently overdue. As of today, the payment amount of \$[Amount Due] remains unpaid.

We encourage you to make this payment as soon as possible to avoid any additional penalties or interest charges. Please refer to the following details for payment options:

- Payment Methods: [List available payment methods]
- Payment Deadline: [Insert Deadline]
- Contact Information: [Insert Contact Information for queries]

If you have already sent your payment, please disregard this notice. Otherwise, we appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]