

Property Tax Payment Deadline Reminder

Dear [Property Owner's Name],

This is a friendly reminder that the deadline for your property tax payment is approaching. Please ensure that your payment is submitted by **[Deadline Date]** to avoid any penalties or late fees.

For your convenience, you can make your payment online at our website or visit our office during regular business hours. If you have any questions regarding your tax assessment or payment options, please do not hesitate to contact us.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]
[Contact Information]