

# Property Tax Payment Due Reminder

Dear [Property Owner's Name],

This is a friendly reminder that your property tax payment for the property located at [Property Address] is due on [Due Date]. As of today, the amount due is [Amount Due].

Please ensure that your payment is made by the due date to avoid any late fees or penalties. You can make your payment online at [Payment Portal Link] or by mailing a check to [Address].

If you have already processed your payment, please disregard this notice. If you have any questions, feel free to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]