

# Property Tax Payment Instructions

Date: [Insert Date]

Dear [Property Owner's Name],

We are writing to provide you with instructions for the payment of your property taxes for the year [Insert Year].

## Payment Methods

- **Online Payment:** Visit our website at [Insert Website URL] and follow the prompts to pay your property taxes online.
- **By Mail:** Send a check or money order made payable to [Insert Tax Authority Name] to the following address:

[Insert Mailing Address]

- **In-Person:** You may also pay your taxes in person at our office located at [Insert Office Address] during business hours.

## Payment Due Date

Please ensure that your payment is made by [Insert Due Date] to avoid any late fees.

## Contact Information

If you have any questions regarding your property tax payment, please do not hesitate to contact us at [Insert Phone Number] or [Insert Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Insert Tax Authority Name]