

Overdue Tax Payment Alert

Date: [Insert Date]

To: [Property Owner's Name]

Address: [Property Owner's Address]

Dear [Property Owner's Name],

This is a formal notice regarding the overdue property tax payment for your property located at [Property Address]. As of the date of this letter, the payment of [Insert Amount] is past due.

Please be advised that failure to resolve this matter promptly may result in additional fines and potential legal action.

We kindly request that you make the payment by [Insert Deadline] to avoid further penalties. For your convenience, payments can be made via [Insert Payment Options].

If you have already submitted your payment, please disregard this notice. If you have any questions or require further assistance, feel free to contact our office at [Insert Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]