

Tax Levy Resolution Notice

Date: [Insert Date]

To: [Insert Recipient's Name]

Address: [Insert Recipient's Address]

Dear [Insert Recipient's Name],

This letter serves as a formal notification regarding the tax levy resolution as discussed in the recent meeting held on [Insert Meeting Date]. Based on the recommendations provided and the respective assessments, the following resolution has been adopted:

Resolution Details

1. Tax Levy Amount: [Insert Amount]
2. Purpose of Levy: [Insert Purpose]
3. Effective Date: [Insert Effective Date]
4. Duration: [Insert Duration]

Please be aware that this levy will impact your property taxes and should be taken into consideration when planning your finances for the upcoming year. For any questions or further clarifications, please feel free to contact our office at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]