

# Municipal Tax Change Notification

Date: [Insert Date]

[Business Owner's Name]

[Business Name]

[Business Address]

[City, State, Zip Code]

Dear [Business Owner's Name],

We are writing to inform you of changes to the municipal tax rates that will affect your business starting from [Insert Effective Date]. The new tax rate will be [Insert New Tax Rate] which is an adjustment from the previous rate of [Insert Previous Tax Rate].

These changes have been implemented to ensure the continued maintenance and development of community resources. We encourage you to review how this may impact your business operations and tax obligations.

If you have any questions or require further clarification regarding this change, please do not hesitate to contact our office at [Insert Contact Number] or [Insert Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Municipality Name]

[Municipality Address]

[City, State, Zip Code]