

Inquiry Regarding Tax Assessment Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Tax Authority Name]

[Tax Authority Address]

[City, State, ZIP Code]

Dear [Tax Authority Contact Name],

I am writing to inquire about the recent tax assessment notice I received, dated [Insert Date of Notice]. I would like to clarify some information regarding the assessment details, specifically concerning [provide brief details about your inquiry, e.g., property valuation, tax amount].

My property information is as follows:

- Property Address: [Insert Property Address]
- Parcel Number: [Insert Parcel Number]

I appreciate your assistance in this matter and look forward to your prompt response. Please feel free to contact me at [Your Phone Number] or [Your Email] should you need any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]