

Property Tax Payment Adjustment Notice

Date: [Insert Date]

Property Owner: [Owner's Name]

Address: [Owner's Address]

Property ID: [Property Identification Number]

Dear [Owner's Name],

We hope this notice finds you well. This letter is to inform you of an adjustment to your property tax payment for the fiscal year [Insert Fiscal Year]. After reviewing your account, we have determined that an adjustment is necessary due to [reason for adjustment, e.g., changes in assessment, corrections in billing].

The adjusted tax amount is as follows:

- Original Tax Amount: \$[Original Amount]
- Adjusted Tax Amount: \$[Adjusted Amount]
- Adjustment Amount: \$[Adjustment Amount]

Please note that the revised payment due date is [Insert Due Date]. We kindly ask you to make the necessary payment by this date to avoid any penalties.

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

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[Organization Phone Number]

[Organization Email Address]