

Property Tax Payment Receipt Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

To,

[Tax Authority Name]

[Tax Authority Address]

[City, State, ZIP Code]

Subject: Request for Property Tax Payment Receipt

Dear [Tax Authority Contact/Department],

I am writing to request a receipt for my property tax payment for the year [Insert Year]. The details of my property are as follows:

- Property Address: [Insert Property Address]
- Tax Parcel Number: [Insert Parcel Number]
- Payment Amount: [Insert Payment Amount]
- Date of Payment: [Insert Date of Payment]

As I need this receipt for my records, I would appreciate your prompt assistance in providing it.

Thank you for your attention to this matter.

Sincerely,

[Your Name]