

# School Tax Exemption Adjustment Notice

Date: [Insert Date]

To: [Insert Recipient's Name]

Address: [Insert Recipient's Address]

Dear [Insert Recipient's Name],

We are writing to inform you of an adjustment to your school tax exemption status as per the recent review conducted by our office. This adjustment is necessary due to [briefly explain reason for adjustment, e.g., changes in eligibility criteria, improper documentation, etc.].

Your new exemption percentage for the upcoming tax year is [insert new percentage]. This adjustment will be reflected in your tax bill and will take effect starting [insert effective date].

If you believe this adjustment is in error, or if you have any questions regarding your tax exemption status, please do not hesitate to contact our office at [insert contact information]. We are here to assist you.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[School District/Office Name]