

Tax Assessment Follow-Up

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Agency/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my recent tax assessment that was submitted on [insert date of submission]. I wanted to inquire about the status of my assessment and any further information you may need from my side to facilitate the process.

As the deadline for [insert relevant deadline] approaches, I would appreciate any updates you could provide regarding my case. Please let me know if there are specific documents or details needed to assist in this matter.

Thank you for your attention to this issue. I look forward to your prompt response.

Sincerely,

[Your Name]