

Tax Assessment Status Update

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip]

Dear [Recipient Name],

We are writing to provide you with an update regarding the status of your tax assessment for the year [Insert Year].

As of today, your assessment is currently being processed and is expected to be completed by [Insert Estimated Completion Date]. We understand the importance of this matter and are diligently working to ensure accuracy and thoroughness in the process.

If you have any questions or require further information, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your patience and understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]