

# Tax Clearance Notice

Date: [Insert Date]

To:

[Property Holder's Name]

[Property Holder's Address]

Subject: Tax Clearance Notice for Property

Dear [Property Holder's Name],

This letter is to inform you that as of [Insert Date], your property located at [Insert Property Address] has been reviewed for tax clearance. Our records indicate that all property taxes have been paid in full, and there are no outstanding balances.

We appreciate your promptness in addressing your tax obligations. Should you have any questions or require further assistance, please feel free to contact our office at [Insert Phone Number] or [Insert Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Organization's Address]

[Organization's Contact Information]