

# Tax Assessment Correction Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

To Whom It May Concern,

[Department or Agency Name]

[Department Address]

[City, State, Zip Code]

Subject: Request for Correction of Tax Assessment

Dear [Recipient's Name],

I am writing to formally request a correction of my tax assessment for the tax year [Insert Year]. My property is located at [Insert Property Address] and the assessment number is [Insert Assessment Number].

Upon reviewing my tax assessment notice dated [Insert Date of Notice], I noticed that [briefly explain the error or reason for correction, e.g., overvaluation, missing exemptions, etc.]. I believe this assessment does not accurately represent the value of my property.

I have attached relevant documents that support my request, including [list documents such as recent appraisals, photographs, or other relevant information].

I kindly ask that you review my case and adjust my tax assessment accordingly. I would appreciate an acknowledgment of this request and any updates on the status of my appeal.

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

Sincerely,

[Your Name]