

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Tax Authority Name]  
[Tax Authority Address]  
[City, State, Zip Code]

Dear [Tax Authority Contact Name],

I hope this message finds you well. I am writing to inquire about the late fees associated with my property tax payment for the property located at [Property Address], with the account number [Account Number].

Due to [brief explanation of circumstances, if applicable], I was unable to make the payment by the due date. I would appreciate it if you could provide me with the details regarding the late fees that have been applied to my account, as well as any potential options for tax relief that may be available.

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

Sincerely,  
[Your Name]