

Notification of Delayed Property Tax Payment

Date: [Insert Date]

To: [Property Owner's Name]

Address: [Property Owner's Address]

Dear [Property Owner's Name],

We are writing to inform you that your property tax payment for the property located at [Property Address] was due on [Due Date] and has not yet been received. As of today, [insert current date], your payment is [insert number of days] days overdue.

To avoid any penalties or further action, we kindly request that you submit the outstanding payment as soon as possible. If you have already made this payment, please disregard this notice. Otherwise, please ensure that the payment is processed by [insert final deadline to avoid penalties].

If you have any questions regarding this matter or need assistance, please do not hesitate to contact our office at [insert phone number] or [insert email address].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]