

Request for Leniency in Property Tax Payment Timeline

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Tax Authority Name]

[Tax Authority Address]

[City, State, Zip Code]

Dear [Tax Authority Name],

I am writing to formally request leniency regarding the timeline for my property tax payments for the property located at [Property Address]. Due to [briefly explain your situation, e.g., financial difficulties, medical emergencies, etc.], I am currently unable to make the payment by the designated deadline.

I have always been diligent in fulfilling my tax obligations, and this situation is temporary. I kindly ask for your understanding and support during this challenging time. I would greatly appreciate an extension of [specify duration] to make my payment without incurring penalties.

Thank you for considering my request. I look forward to your positive response. Please feel free to contact me at [Phone Number] or [Email Address] should you require any further information.

Sincerely,

[Your Name]