

Property Tax Payment Update

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide you with an update regarding the status of your property tax payments for the fiscal year [Insert Year].

As of today, our records indicate that the payment for your property located at [Insert Property Address] is due. The total amount owed is [Insert Amount]. Please note that the deadline for payment is [Insert Due Date].

If you have already submitted your payment, please disregard this notice. Otherwise, we encourage you to make the payment at your earliest convenience to avoid any penalties or interest.

If you have any questions or need assistance regarding your property tax payment, please feel free to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]