

Property Tax Assessment Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Assessing Office/Department]

[Office Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am a first-time homebuyer interested in understanding more about the property tax assessment for [Property Address]. As part of my due diligence, I would like to inquire about the following:

- The current assessed value of the property.
- Any recent changes to the property assessment.
- Details on comparable properties in the area.
- Possible tax exemptions or incentives available for first-time buyers.

I would greatly appreciate any information or documentation you can provide regarding these matters. Understanding these aspects is crucial for my planning and decision-making process.

Thank you for your time and assistance. I look forward to your prompt response.

Sincerely,

[Your Name]