

<<<Place on your Letterhead>>>

Date:

RE: <<Tax Entity>>
Account # _____

To Whom It May Concern:

<<Name of Tax Assessor Collector>> is the Tax Assessor Collector for <<Tax Entity>>. The above referenced account was omitted from the certified tax roll for tax year <<Year>>.

Per <<Tax Entity>> records, it was supplemental onto the tax rolls on <<Date of Tax Roll>> Supplemental Roll << Number>> (see attached). On <<Date>> the account was billed and subsequently became delinquent on <<Date>>.

If you have any questions or need additional information please feel free to contact our office.

Signature of Tax Assessor Collector

<<<Please have Letter Notarized>>>

Need to attach:

- 1) A tax statement or bill which shows the date that the taxes became delinquent.
- 2) A completed Notice of Lien (Department form)