

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

DATE

NAME
ADDRESS LINE 1
ADDRESS LINE 2
CITY, STATE ZIP CODE

VIA FACSIMILE

Re: . Tax Deeds on
Parcel No.
Parcel No.
Parcel No.

Name of Company
Name of Company
Name of Company

Dear :

Our firm represents _____. As you know, our client purchased the above referenced properties at the City's tax sale held in _____, and the properties were not redeemed prior to the maturity of the tax sale in _____. It is my understanding that the City has issued tax deeds on these properties and forwarded them to you in _____, but you have failed or refused to deliver them to our client.

On behalf of our client, we hereby make demand that you deliver these tax deeds to us no later than _____, 20 _____. Alternatively, our client would be willing to accept a return of the amounts paid in connection with the above referenced tax sales, plus interest at the rate of 1.0% per month. If our client does not receive the tax deeds or a return of the monies paid, plus interest prior to the date specified, we have been instructed to take appropriate legal actions to compel you and the City to deliver the tax deeds. Moreover, if we are unable to obtain the tax deeds or satisfactory payment prior to the tax sales scheduled for later this month, we will hold the City responsible for any damages which might occur as a result of the extinguishment of our liens.

My client informs me that repeated attempts have been made to contact you regarding this matter, but you have failed to return his calls for several months. Likewise, I have tried to contact you for several days, but you have not returned my phone calls. I regret that the situation has gotten to this point, but it is now necessary for you to address the issue of delivering these tax deeds.

I look forward to hearing from you prior to _____, 20 _____.

Sincerely,

By:

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