

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

D A T E

N A M E
C O M P A N Y
A D D R E S S L I N E
C I T Y , S T A T E Z I P C O D E

Re: Payment of Delinquent Taxes
Parcel No.

Dear :

Enclosed is our firm check no. in the amount of \$ for payment of the delinquent taxes on Parcel No. .

Please forward me a statement indicating that these taxes have been paid.

Sincerely,

BY:

/
Enclosure