

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

<date>

<Name>  
Tax Assessor  
<address>  
<address>  
<address>

**Re:** \_\_\_\_\_

Dear <Name>:

Enclosed herewith please find the Closing Statement where I purchased the above referenced property approximately one year ago. This was an arms length transaction between me and \_\_\_\_\_, and I believe that the purchase price is a more accurate indicator of the true value than the amount set forth in the appraisal notice which I recently received from your office.

I would be most appreciative if you would review this matter and make the appropriate adjustments.

I appreciate your consideration in this matter.

Sincerely,

BY:

/  
Enclosure