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January 22, 2021

«Salutation» «FirstName» «MiddleInitial» «LastNameCompanyName»

«BusinessName»

«Address1»

«Address2»

«City», «State» «Zip»

 Re: «PropertyAddress», «PropertyCity»

 «AppealYear» Real Estate Tax Assessment

 Perm. Index No. «PropertyVolume»/«PropertyPins»

Dear «ReferAs»:

In order to proceed with contesting the real estate tax assessment, the ENCLOSED DOCUMENTS must be SIGNED, COMPLETED AND RETURNED.

In addition, please supply us with the following information and/or documentation:

\_\_\_\_

If you have any questions, please do not hesitate to contact me or my assistant, «SSMFirstName» «SSMLastName», at extension **«SSMExtension»** or **«SSMEmail»**. In the event any information or documentation is unavailable, please advise us at once. Your prompt attention to this matter will be appreciated.

«AttorneySignature»/«MyInitials»

Enclosures