Sample Personal Property Letter Threatening Seizure and Sale	Form PT-114B PT-114b.ai Rev. 12/99

Letter date
Property identification number
Tax period(s)
Balance due

Business Name
Attn: Business Representative
Main St.
SLC, UT 84000

RE: Delinquent Personal Property Taxes

Dear Business Representative,

We are writing to you at this time to express our concern that the taxes on your personal property are seriously delinquent. Pursuant to UCA §59-2-1303, the county assessor is required to proceed with seizure and sale of any personal property belonging to the owner or person in possession upon 30 days of delinquency. We would like to offer you every opportunity to pay the taxes before further collection proceedings are initiated.

As a courtesy to you, we will forestall any further collection attempt for 15 days. If you have questions or concerns, please contact our office at the address or telephone number listed below.

Respectfully,
County Assessor

County Assessor
(address and telephone)