

Sample Personal Property Late Letter

Form PT-114A
PT-114a.ai Rev. 12/99

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

Letter date
Account number
Tax period(s)
Balance due

RE: Delinquent Personal Property Taxes

Dear Business Representative,

Attempts to reach you by telephone have been unsuccessful. It is imperative that you forward immediate payment of the delinquent personal property taxes listed above.

We will delay collection proceedings for ten days from the date of this notice while awaiting payment. You may contact our office at the address or telephone number listed below if you have any questions or concerns.

Respectfully,
County Assessor

County Assessor
(address and telephone)