

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for NRT (Non-Residential Tax) Adjustment

I hope this letter finds you well. I am writing to formally request an evaluation and adjustment of my non-residential tax liability for the year [Year].

My property, located at [Property Address], is currently assessed under the non-residential tax classification. However, I believe there are grounds for a reassessment based on [briefly explain reason, e.g., changes in property use, discrepancies in assessed value, etc.].

I have enclosed relevant documents that support my request, including [list documents such as tax records, property assessments, etc.].

I would appreciate your attention to this matter and look forward to your prompt response.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Organization, if applicable]