

INSERT LETTER HEAD

INSERT DATE

INSERT OWNER/OWNERS NAME

MAILING ADDRESS

TOWN, STATE, ZIP

Parcel ID: INSERT ID #

Located at: INSERT PROPERTY ADDRESS

Dear Property Owner:

Included with this letter is a Sales Verification Form to verify information relative to your recent real estate sales transaction. The sale price of the property is a matter of public record here in the Town Clerk's Office; however it is helpful for me to confirm this information, and also to determine if the sale price represents "fair market value". This information is an important part of the equalization ratio study completed annually by the State for education funding. It is also essential to the Assessing Office in my efforts to maintain the level of assessment as close to 100% as possible to ensure that all taxpayers pay only their fair share of property taxes.

Please answer the questions on the attached Sales Verification Form and either mail it to the address above, ATTN: ASSESSOR OR LISTER, or fax to: INSERT FAX #, ATTN: ASSESSOR OR LISTER, or email to: INSERT EMAIL ADDRESS.

If you have any questions, please call my office at: INSERT TEL #, between INSERT HOURS OF OPERATION.

I thank you in advance for your cooperation in this matter.

Sincerely,

INSERT NAME

ASSESSOR OR LISTER

Enclosure