**ALTA Tax Letter Template**

<Prospect Name and Address Block>

Dear <Name>,

Property taxes are due soon, so I am providing your ALTA (American Land Title Association) Settlement Statement to give to your accountant. The ALTA Settlement Statement provides an itemized list of fees or charges paid by the buyer or seller during settlement of a real estate transaction. You will need your ALTA Settlement Statement to deduct any mortgage interest or any property tax amounts that are applicable in your state.

Please let me know if can help you with any future real estate needs or advice.

<Contact block with Name

RE license #

Firm Name

Firm Address

Email, phone, and social media>

Disclaimer: This document is provided as a sample and does not constitute legal advice. Members should modify this document to address their specific needs and verify all information provided to ensure its accuracy and compliance with applicable law.