

**Information & Instructions: Letter to tax entities regarding ownership of real estate**

**PREVIEW**

1. The following letter advises tax entities, such as school districts, of the change in ownership of real property from the decedent to the beneficiary.

**Form: Letter to tax entities regarding ownership of real estate**

[Date]

[Name and address of addressee]

Dear [Salutation]:

This letter is to advise you of the death of the above-named Decedent who owned the real Estate in your taxing jurisdiction.

**PLEASE DO NOT COPY**

This real property is described on the attached copy of your recent statement. This copy is enclosed in this letter.

Please change your records so that your assessments and statements will now be made and sent as follows: [name and address of beneficiary or beneficiaries of the real property].

Thank you in advance for your assistance.

Very truly yours

**THIS DOCUMENT**

[Attorney's Name]

**THANK YOU**

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