

Sample Letter to Tax Assessor

Letterhead (include name, address and telephone number)

(Date)

Joseph Berrodin, Jr.  
Sea Isle City Tax Assessor  
233 John F. Kennedy Blvd.  
2<sup>nd</sup> Floor, Room #207  
Sea Isle City, NJ 08243

Reference: Request for List of Property Owners within 200 feet

Property (Street Address): \_\_\_\_\_

Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Qual. \_\_\_\_\_

Dear Mr. Berrodin:

Please accept this request for a list of all property owners within 200 feet of the above property.  
Enclosed is my check # \_\_\_\_\_ in the amount of \$10.00 payable to the City of Sea Isle City.

Thank you for your attention in this matter.

Sincerely,

(Name)

Upon completion: \_\_\_\_\_ Mail or \_\_\_\_\_ Call