

July 14, 2011

[Recipient]

[Street]

[City, State Zip]

Re: Notice of Assessment Records

Dear Taxpayer:

You have the right under *Virginia Code* § 58.1-3331 to review and obtain copies of all of the assessment records pertaining to the assessing officer's determination of fair market value of the real property under appeal. You also have the right to request that the assessor make a physical examination of the subject property. Please contact me if you have any questions or wish to exercise either of these rights.

Sincerely,

Assessor