

# Letter of Application for Estate Tax Exemption

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Title]

[Department Name]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an estate tax exemption on behalf of the beneficiaries of the estate of [Deceased's Full Name], who passed away on [Date of Passing]. As per the requirements under [relevant tax laws or acts], we believe that the estate qualifies for exemption due to [reason for exemption].

Enclosed with this letter are the following documents:

- Death Certificate
- Will or Trust Document
- Proof of Beneficiaries' Relationships to the Deceased
- Estimation of Estate Assets and Liabilities
- Completed Exemption Application Form

We kindly ask that you review our application at your earliest convenience. Should you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]