

Estate Tax Exemption Claim Letter

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Department/Agency Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the estate tax exemption for the estate of [Deceased's Name], who passed away on [Date of Death]. As a beneficiary of the estate, I am requesting confirmation of the estate tax exemption status to facilitate the administration process.

The estate details are as follows:

- Decedent's Name: [Deceased's Name]
- Date of Birth: [Date of Birth]
- Date of Death: [Date of Death]
- Estate Tax Identification Number: [EIN or relevant Tax ID]

Attached to this letter are the necessary documents to support this claim, including [list of documents, e.g., death certificate, will, etc.].

Please let me know if any further information or documentation is required to process this exemption claim. I appreciate your attention to this matter and look forward to your prompt response.

Thank you.

Sincerely,
[Your Name]
[Your Signature (if sending a hard copy)]