

Request for Estate Tax Exemption

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Department/Office Name]

[Office Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an estate tax exemption for the estate of my late [relation, e.g., father, mother], [Deceased's Name], who passed away on [Date of Death]. As the heir to the estate, I am seeking clarification on the eligibility for tax exemption under [specific law or regulation, if applicable].

The estimated value of the estate is [insert estimated value], and it includes [brief description of estate contents, if necessary]. I believe that we qualify for an exemption based on [reason for exemption, e.g., relationship to deceased, value thresholds, etc.].

Enclosed, please find the necessary documentation, including [list documents such as death certificate, will, financial statements, etc.]. I kindly request your review of our circumstances and the consideration of this exemption application.

I appreciate your assistance in this matter and look forward to your prompt response. Please do not hesitate to contact me should you require any additional information or documentation.

Thank you for your attention to this request.

Sincerely,

[Your Name]