

Inquiry for Estate Tax Planning Services

Date: [Insert Date]

[Recipient's Name]

[Company/Organization Name]

[Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am currently exploring options for estate tax planning services and would like to inquire about the services your firm offers in this area.

As part of my planning, I am particularly interested in understanding:

- The scope of estate tax planning services provided
- Fee structures and payment options
- Initial consultation availability
- Experience with cases similar to mine

Could you please provide me with more information regarding these aspects? I would appreciate any brochures or documents that detail your services and approach.

Thank you for your time. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]