

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request a proposal for your estate tax strategy services. As I navigate the complexities of my estate planning, I am particularly interested in understanding how to optimize my tax liabilities and ensure that my estate is managed in the most tax-efficient manner.

Specifically, I would appreciate your insights on the following areas:

- Current estate tax regulations and potential changes
- Strategies for minimizing estate tax liabilities
- Trusts and other vehicles that may benefit my estate planning
- Long-term implications of estate tax strategies on my beneficiaries

Please include your availability for a consultation, as well as the expected timeline for the proposed strategies. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]