

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

Internal Revenue Service  
[IRS Address]  
[City, State, ZIP Code]

Subject: Response to Estate Tax Inquiry - [Estate Name/Tax ID]

Dear [IRS Agent's Name or "Sir/Madam"],

Thank you for your letter dated [Date of IRS Letter] regarding the inquiry into the estate taxes for the estate of [Decedent's Full Name]. We appreciate your attention to this matter.

We acknowledge your request for additional information, particularly concerning [specific issues raised in the inquiry]. In response, we have compiled the following documentation:

- [List Document 1]
- [List Document 2]
- [List Document 3]

These documents are intended to clarify any discrepancies and provide a complete understanding of the estate's tax situation. Should you require further information or additional documents, please do not hesitate to contact me at the above phone number or email address.

Thank you for your understanding and cooperation.

Sincerely,  
[Your Name]  
[Your Title/Position, if applicable]