

Estate Tax Return Submission Guidelines

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to provide you with the submission guidelines for the estate tax return. Please ensure that you follow these instructions carefully to ensure a smooth process.

Submission Requirements:

- Complete IRS Form 706 for the estate tax return.
- Include all necessary supporting documentation, such as asset valuations and debts.
- Ensure that the return is signed and dated by the executor.
- File the return within nine months of the date of death, unless an extension is obtained.

Mailing Instructions:

Please send your completed estate tax return to the following address:

Internal Revenue Service
[Insert Department/Office Name]
[Insert Street Address]
[Insert City, State, Zip Code]

Payment Instructions:

If estate taxes are owed, please include a check made payable to the "United States Treasury" with your return.

If you have any questions or need further assistance, please do not hesitate to contact us at [Insert Contact Information].

Sincerely,

[Your Name]
[Your Title]
[Your Organization]