

Important Information Regarding Estate Tax Returns

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to provide you with important information regarding the estate tax returns for the estate of [Decedent's Name]. As the executor of the estate, it is your responsibility to ensure that all necessary documents are completed and filed with the appropriate authorities.

Key Points to Remember:

- Deadline for filing: [Insert Deadline]
- Federal Estate Tax Return (Form 706) must be submitted if the gross estate exceeds [Insert Amount].
- State-specific estate tax returns may also need to be filed, depending on [State Name] regulations.
- Gather necessary documents, including prior tax returns, appraisals, and debts of the estate.

If you have any questions or need assistance, please do not hesitate to contact us at [Your Contact Information]. We are here to help you navigate this process smoothly.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]