

Probate Estate Administration

Date: [Insert Date]

[Executor's Name]

[Executor's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to you in my capacity as the executor of the estate of [Decedent's Name], who passed away on [Date of Death]. As part of my duties, I am addressing the estate's tax obligations.

The estate is currently in the process of being administered. I am ensuring that all tax returns are filed and any outstanding tax liabilities are paid. The estate's taxpayer identification number is [EIN or SSN].

Should you require any documentation or further information regarding the estate's tax obligations, please do not hesitate to contact me at the information provided above.

Thank you for your attention to this matter.

Sincerely,

[Executor's Name]

Executor of the Estate of [Decedent's Name]