

# Estate Tax Balance Notification

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you about the outstanding balance of the estate tax associated with the estate of [Decedent's Name]. As of [Current Date], the total balance remains at [Amount Due].

Please note that this balance is due by [Due Date] to avoid any penalties or interest. It is imperative to ensure that the payment is made promptly.

Payment should be submitted to the following address:

[Payment Address]

If you have any questions or require further assistance, please do not hesitate to contact our office at [Phone Number] or [Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]