

Estate Tax Due Reminder

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We hope this message finds you well. This letter serves as a reminder that the estate tax payment for the estate of [Deceased Name] is due on [Due Date]. The estimated amount due is [Amount Due].

Please ensure that the payment is submitted by the due date to avoid any penalties or interest accrual. If you have already submitted the payment, kindly disregard this notice.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]