

# Estate Tax Obligation Reminder

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. This letter serves as a reminder of the upcoming estate tax obligations associated with the estate of [Deceased's Name]. As the responsible party, it is important to ensure that all necessary filings and payments are made in a timely manner.

## **Important Dates:**

- Filing Deadline: [Insert Deadline]
- Payment Deadline: [Insert Payment Deadline]

Please gather all required documentation, including the estate tax return and any relevant financial records. Should you have any questions or require assistance, do not hesitate to contact our office.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]

[Your Company Name]