

Estate Tax Payment Notice

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you that your estate tax payment is due on [Insert Due Date]. As the executor of the estate of [Deceased's Name], it is your responsibility to ensure that the payment is made by the specified date to avoid any penalties.

The total amount due is: \$[Insert Amount]

Payment can be made via [insert payment options, e.g., check, online payment, etc.]. Please ensure that the payment is sent to the following address:

[Insert Payment Address]

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

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]