

# Overdue Estate Tax Reminder

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This is a reminder that the estate tax for the estate of [Deceased's Name] is currently overdue. According to our records, the tax was due on [Due Date], and we have not yet received payment.

Please remit the overdue payment of [Amount Due] by [New Deadline] to avoid any further penalties or interest charges. If you have already sent your payment, please disregard this notice.

If you have any questions or need assistance, feel free to contact our office at [Office Phone Number] or [Office Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Organization Address]

[City, State, Zip Code]