

Upcoming Estate Tax Deadline Notification

Date: [Insert Date]

Dear [Recipient's Name],

This is a reminder that the deadline for filing the estate tax return for [Decedent's Name] is approaching. The estate tax return is due on [Insert Due Date]. Please ensure that all necessary documents and information are gathered in preparation for this filing.

If you have any questions or require assistance, please do not hesitate to reach out to us at [Insert Contact Information]. We are here to help you navigate this process smoothly.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]