

# Inheritance Tax Payment Confirmation Request

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Department or Organization Name]

[Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request confirmation of the payment made for the inheritance tax associated with the estate of [Deceased's Name], who passed away on [Date of Death]. The reference number for the payment is [Payment Reference Number].

The full amount of [Total Amount Paid] was paid on [Payment Date] via [Payment Method]. It is crucial for my records to have formal confirmation of this payment for future reference.

Please send the confirmation to my postal address mentioned above or to my email address at [Your Email Address]. Should you require any additional information or documentation, please do not hesitate to contact me at [Your Phone Number].

Thank you for your attention to this matter. I appreciate your prompt response.

Sincerely,

[Your Name]