

Inheritance Tax Notification

Date: [Insert Date]

To,

[Recipient Name]

[Recipient Address Line 1]

[Recipient Address Line 2]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Outstanding Inheritance Tax Notification

We are writing to inform you of an outstanding inheritance tax obligation that requires your immediate attention. According to our records, the total amount due is [Insert Amount] and is related to the estate of [Deceased Person's Name], who passed away on [Date of Death].

As per the regulations, this tax must be settled no later than [Due Date]. Please find enclosed the relevant documentation and payment instructions for your convenience.

If you have already made payment, please disregard this notice. Otherwise, we kindly urge you to make arrangements as soon as possible to avoid any penalties or interest that may accrue as a result of delayed payment.

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

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]