

Overdue Inheritance Tax Notification

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to bring to your attention an important matter regarding the inheritance tax associated with the estate of [Deceased's Name]. As of today, our records indicate that the payment of the inheritance tax which was due on [Due Date] remains outstanding.

It is crucial to address this issue promptly to avoid any additional penalties or interest that may accrue on the overdue amount. The total inheritance tax due is [Amount].

We urge you to make the necessary arrangements for payment at your earliest convenience. If you have already made the payment, please disregard this notice and accept our thanks.

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

Thank you for your immediate attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]