

Inheritance Tax Payment Reminder

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

City, State, Zip Code: [City, State, Zip]

Dear [Recipient's Name],

This letter serves as a reminder for the upcoming inheritance tax payment due on [Insert Due Date]. As per our records, the amount owed is [Insert Amount].

Please ensure that the payment is made by the due date to avoid any penalties or interest charges.

If you have already made this payment, please disregard this notice. Otherwise, if you have any questions or require further assistance, feel free to contact us at [Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]