

Request for Clarification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Department/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding the evaluation criteria used for the estate tax assessment in connection with [specific estate or case details, if applicable].

As I review the information provided, I would appreciate additional insights on the following points:

- Criteria for asset valuation
- Consideration of debts and liabilities
- Exemptions or deductions applicable
- The timeline for assessment and notification

Your guidance on these matters will greatly assist in ensuring compliance and understanding of the estate tax obligations. Please let me know a convenient time for you to discuss this in further detail.

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,

[Your Name]