

Inquiry Regarding Estate Tax Valuation Process

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient Name
Recipient Title
Office Address
City, State, Zip Code

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the estate tax valuation process as it pertains to the estate of [Deceased's Name]. As the executor of the estate, I want to ensure that all required steps are taken to comply with the necessary regulations.

Specifically, I would like to understand:

- The methodology used for property valuation.
- The timeline for submitting the valuation report.
- Any specific documentation required during this process.

If you could provide clarification on these points or direct me to additional resources, I would greatly appreciate it. Thank you for your assistance in this matter.

Sincerely,
Your Name