

Notification of Estate Tax Evaluation Appointment

Date: [Insert Date]

Dear [Recipient's Name],

This letter is to inform you of the upcoming estate tax evaluation appointment concerning the estate of [Deceased's Name]. The details are as follows:

Date: [Insert Appointment Date]

Time: [Insert Appointment Time]

Location: [Insert Location]

Please make all necessary arrangements to attend this important meeting. If you have any questions or need to reschedule, do not hesitate to reach out to us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Contact Information]