

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

Internal Revenue Service

[Address of the IRS Office Handling Your Case]  
[City, State, ZIP Code]

Subject: Estate Tax Issues - [Estate Name/Decedent's Name]

Dear [IRS Representative's Name or "To Whom It May Concern"],  
I am writing to address issues related to the estate tax for the estate of [Decedent's Full Name], who passed away on [Date of Death]. The estate tax return (Form 706) was filed on [Date Filed], with the estate tax due amounting to [Amount].

We are seeking clarification regarding the following matters:

1. **\*\*Issue 1:\*\*** [Brief description of the issue, e.g., discrepancies in valuation.]
2. **\*\*Issue 2:\*\*** [Brief description of another issue, if applicable.]
3. **\*\*Issue 3:\*\*** [Brief description of any additional issues, if necessary.]

We believe that [brief reasoning or explanation regarding your side of the issue]. We would appreciate your assistance in resolving these matters promptly.

Please find enclosed copies of relevant documents for your reference, including:

- [List of enclosed documents, e.g., Form 706, valuation appraisals, correspondence, etc.]

If you require additional information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title or Position, if applicable]

[Your Relationship to the Decedent, e.g., Executor, Administrator, etc.]