

Letter to CRA requesting tax returns

[Date]

Canada Revenue Agency

[Address]

Dear Sir/Madam:

I am writing as the [Executor/Executrix] of the estate of [Name of Deceased]. [Mr./Ms] [Deceased's name] died on [Date of Death]. As [his/her] representative, I will be responsible for completing and remitting [his/her] Terminal and Estate tax returns. I would appreciate it if you could send me instructions and the appropriate tax returns to the address provided below.

Thank you in advance

[Executor's/Executrix's name]

Executor's/Executrix's address]