

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Distribution of Inheritance

I hope this letter finds you well. As you know, I am writing to inform you about the distribution of the inheritance from [Deceased's Name]. After completing the necessary legal processes, I am pleased to share the details regarding the inheritance distribution.

The total estate has been valued at [Total Value], and after settling debts and taxes, the remaining amount available for distribution is [Amount]. Based on our discussions and the provisions outlined in [Will or Trust document], you are entitled to [specific share or amount].

Below are the details of your inheritance:

- Inheritance Amount: [Specific amount or assets]
- Payment Method: [Cash transfer, check, asset transfer, etc.]
- Timeline for Distribution: [Specify the expected date of distribution]

Please sign and return the attached acknowledgment form to confirm your receipt of this letter and your agreement to the outlined terms.

Should you have any questions or require further assistance, please do not hesitate to contact me.

Thank you for your understanding and cooperation during this process.

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]  
[Attachment: Acknowledgment Form]