

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

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

Dear [Recipient Name],

Subject: Inheritance Allocation

I hope this letter finds you well. I am writing to discuss the allocation of the estate of our late [relationship to deceased, e.g., father, mother, etc.], [Deceased's Name], who passed away on [Date of Death]. As per the will dated [Date of Will], it is imperative that we address the distribution of the assets as specified.

The main assets to be allocated include [list main assets, e.g., property, bank accounts, investments, etc.]. According to [specify any relevant clauses in the will or laws], the distribution should occur as follows:

1. [Name of Beneficiary] - [Asset/percentage]
2. [Name of Beneficiary] - [Asset/percentage]
3. [Name of Beneficiary] - [Asset/percentage]

I believe it is in our best interest to hold a meeting to finalize these arrangements. Please let me know your availability in the coming weeks so we can ensure a smooth and amicable distribution process.

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

Warm regards,

[Your Name]

[Your Signature (if sending a hard copy)]

[Your Title or Relationship to the Deceased (if applicable)]