

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

Dear [Heir's Name],

Subject: Inheritance Disbursement Notification

I hope this letter finds you well. I am writing to inform you about the disbursement of inheritance as per the estate of [Deceased's Name], who passed away on [Date of Death].

As an eligible heir, you are entitled to receive your share of the estate. After the necessary legal proceedings, the total assets of the estate have been evaluated, and your portion amounts to [Amount/Percentage].

The breakdown of your inheritance is as follows:

- [Asset 1]: [Value]
- [Asset 2]: [Value]
- [Cash Amount]: [Value]

The disbursement will take place on [Date of Disbursement]. You may receive your share via [method of payment, e.g., bank transfer, check].

Please confirm your preferred method at your earliest convenience.

Should you have any questions or require further information, do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation during this process.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Position/Relationship to Deceased]