

[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: Inheritance Distribution Notification

I hope this letter finds you well. I am writing to inform you about the distribution of the inheritance as per the wishes outlined in [Deceased's Name]'s will.

1. **Overview of Estate**:

- Total estimated value: [Amount]
- Major assets: [List major assets, e.g., property, investments, etc.]

2. **Executor Details**:

- Name: [Executor's Name]
- Contact information: [Executor's Contact Info]

3. **Distribution Details**:

- [Recipient's Name], you are entitled to [specific assets/percentage of estate].

- The distribution will occur on [date of distribution].

4. **Required Actions**:

- Please confirm your acceptance of this distribution by [date].
- If you have any questions, feel free to reach out to [Executor/Your

Contact Info].

Thank you for your attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title, if applicable]