

[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],

I hope this letter finds you well. I am writing to inform you about the inheritance proceeds that have recently been made available following the passing of [Deceased's Name].

As per the terms of the will, you are entitled to receive your share of the inheritance, which amounts to [specific amount or percentage]. This includes [briefly describe assets, e.g., monetary funds, property, etc.]. To facilitate the distribution process, please provide the following documentation at your earliest convenience:

1. A copy of your identification
2. Any relevant legal documents (if applicable)

We aim to process this distribution promptly and will keep you updated throughout the process. Should you have any questions or need further clarification, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title/Relationship to Deceased] (if applicable)