

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

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

Dear [Beneficiary's Name],

I hope this letter finds you well. I am writing to inform you about the inheritance you are entitled to receive as a beneficiary from [Deceased's Name] estate.

The details of your inheritance are as follows:

- ****Amount/Value of Inheritance:**** [Specify amount or asset]
- ****Description of Assets:**** [List of assets, if applicable]
- ****Conditions (if any):**** [Outline any conditions related to the inheritance]

The distribution process is currently underway, and you can expect to receive your inheritance by [estimate time frame]. If you have any questions or require further information, please feel free to contact me at your convenience.

Thank you for your patience during this process.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Role (e.g., Executor, Attorney)]