

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 discuss the distribution of the assets that we have inherited following the passing of [Deceased's Name].

As we navigate this process, it is important to clearly outline the assets involved and propose a fair sharing arrangement. The assets include:

- [Asset 1: Description]
- [Asset 2: Description]
- [Asset 3: Description]

I propose that we consider the following distribution plan:

1. [Proposed Distribution for Asset 1]
2. [Proposed Distribution for Asset 2]
3. [Proposed Distribution for Asset 3]

I believe this approach would honor [Deceased's Name]'s wishes while ensuring both parties are treated fairly. I am open to discussing and adjusting this proposal to reach an agreement that works for both of us. Please feel free to contact me at your earliest convenience so we can discuss this matter further.

Thank you for your attention to this important issue.

Sincerely,

[Your Name]