

[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: Estate Disbursement Notification

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

As the executor of the estate, I have completed the necessary processes and would like to outline the details of the distribution of assets as per the deceased's wishes and the laws governing inheritance.

The total value of the estate has been assessed at [Total Value], and the distributions are as follows:

1. [Name of Beneficiary] - [Description of Asset/Distribution]
2. [Name of Beneficiary] - [Description of Asset/Distribution]
3. [Name of Beneficiary] - [Description of Asset/Distribution]

Please review the enclosed documentation for further details regarding your share of the estate. If you have any questions or concerns about the disbursement process, feel free to reach out to me at your convenience.

Thank you for your cooperation during this time.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Title/Relationship to Deceased, if applicable]