

[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 message finds you well. I am writing to inform you about a recent development regarding the inheritance of [deceased person's name], who passed away on [date of death].

As per the will dated [date of the will], you have been named as a beneficiary. The estate includes [describe assets briefly, e.g., property, bank accounts, etc.].

We are in the process of finalizing the necessary legal steps to ensure the smooth transfer of the inheritance. Please feel free to reach out to me at your earliest convenience if you have any questions or require further information.

Thank you for your understanding during this time.

Sincerely,

[Your Name]

[Your Relationship to the Deceased]