

[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 discuss the division of inheritance following the passing of [Deceased's Name] on [Date of Passing]. As you are aware, we need to come to an agreement regarding the distribution of their estate in a fair and just manner.

According to [mention any relevant documents, like a will or trust], the assets are to be divided as follows:

1. [Asset 1] - [Your Name/Recipient's Name]
2. [Asset 2] - [Your Name/Recipient's Name]
3. [Asset 3] - [Your Name/Recipient's Name]

I propose that we meet on [suggest a date and time] to discuss this matter further and ensure we are on the same page. It is important that we handle this process amicably and in a way that honors [Deceased's Name]'s wishes.

Please let me know if the proposed date works for you or if you prefer an alternative time. I look forward to your response.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]