

[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: Notification of Inheritance

I hope this letter finds you well. It is with a heavy heart that I write to inform you of the passing of [Deceased's Name], who departed on [Date of Death]. As per their last will and testament, you are entitled to an inheritance that has been allocated to you.

The details of the inheritance are as follows:

- Type of asset: [e.g., property, cash, stocks]
- Description: [detailed description of the asset]
- Value: [approximate value of the asset]

Please find enclosed a copy of the will and any relevant documents pertaining to the inheritance for your review. Should you have any questions or require further assistance, do not hesitate to reach out to me at the contact information provided above.

We acknowledge that this can be a challenging time, and we are here to support you through the process.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Relationship to the Deceased]