

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Subject: Notification of Inheritance Distribution

Dear [Recipient's Name],

I hope this letter finds you well. As you may know, I am writing to inform you about the distribution of inheritance from [Deceased's Name], who passed away on [Date of Death].

Following the wishes outlined in [his/her] will, the assets have been reviewed and are to be distributed according to the following terms:

1. [Description of asset or amount] - [Beneficiary's name]
2. [Description of asset or amount] - [Beneficiary's name]
3. [Description of asset or amount] - [Beneficiary's name]

We have completed the necessary legal processes, and I am now in the position to facilitate the distribution. The total value of the estate has been calculated at [Total Amount], and the net amounts to be distributed to each beneficiary are as follows:

- [Beneficiary's name]: [Amount or Description of asset]
- [Beneficiary's name]: [Amount or Description of asset]
- [Beneficiary's name]: [Amount or Description of asset]

Please ensure that you provide the required documentation to process your share. If you have any questions or need further information, do not hesitate to reach out to me directly.

Thank you for your understanding and cooperation during this time.

Sincerely,

[Your Name]

[Your Title/Relationship to Deceased, if applicable]