

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

Dear [Sibling's Name],

I hope this letter finds you in good health and spirits. I am writing to inform you about an important matter regarding our inheritance following the passing of [Deceased's Name], our [relation, e.g., mother, father].

As you may know, [Deceased's Name] has left behind an estate that includes [briefly describe the assets, e.g., property, financial accounts, personal belongings]. According to [his/her/their] will, the estate is to be divided amongst the heirs, which include you and me.

I have taken the initial steps to ensure that the process of distribution is handled with care and respect for [Deceased's Name]'s wishes. I believe it is important for us to come together as siblings during this time and discuss how we would like to proceed.

I propose that we meet on [suggest a date and time] to talk about the estate and how we can manage the distribution fairly and amicably. Please let me know if this time works for you or if there's a better time that suits your schedule.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Warm regards,

[Your Name]

[Your Signature (if sending a hard copy)]