

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

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

Subject: Assertion of Heir Rights

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally assert my rights as an heir to the estate of [Deceased's Full Name], who passed away on [Date of Death].

As you are aware, I am the [brother/sister] of the deceased, and according to [state/country] law, I hold a rightful claim to a share of the estate. It is my understanding that the estate includes [list major assets, e.g., real estate, bank accounts, personal property], which should be distributed in accordance with the law.

I request the following information regarding the estate:

1. A copy of the last will and testament of [Deceased's Name], if available.
2. A detailed inventory of the assets belonging to the estate.
3. An update on the status of the probate process, if initiated.

Please provide this information by [specific date, typically two weeks from receipt of the letter] so that we can resolve this matter amicably and in a timely fashion.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]