

[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: Equitable Distribution Process

I hope this letter finds you well. I am writing to outline the proposed equitable distribution process regarding [briefly state the subject matter, e.g., marital assets, inheritance, etc.].

1. **\*\*Identification of Assets:\*\***

We will begin by identifying all assets and liabilities that need to be divided. This includes, but is not limited to:

- [List specific assets, e.g., property, bank accounts, vehicles, etc.]
- [List specific liabilities, e.g., mortgages, loans, credit card debts, etc.]

2. **\*\*Valuation of Assets:\*\***

Each asset will be appraised to determine its fair market value. We may need to seek professional appraisals for certain items such as real estate or business interests.

3. **\*\*Negotiation of Distribution:\*\***

Following the valuation, I propose we engage in discussions to negotiate a fair distribution of the identified assets and liabilities. My initial proposal is as follows:

- [Detail your proposed distribution, e.g., specific percentages, items to be retained by each party, etc.]

4. **\*\*Legal Documentation:\*\***

Once we reach an agreement, I suggest we draft a formal settlement agreement to outline the terms of the distribution. This can be prepared with the assistance of our legal representatives.

5. **\*\*Timeline:\*\***

I aim to finalize this process by [insert proposed timeline, e.g., a specific date], to ensure we can move forward without unnecessary delays. Please review this proposal and let me know your thoughts. I believe that through open dialogue, we can achieve a fair and equitable resolution for both parties.

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

Sincerely,  
[Your Name]