

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

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

Dear [Beneficiary's Name],

Subject: Equitable Distribution of Assets

I hope this letter finds you well. As you are aware, I am writing to discuss the equitable distribution of assets from [Deceased's Name]'s estate. After careful consideration and consultation with legal advisors, I would like to outline the proposed distribution plan for the beneficiaries involved.

The total assets of the estate include:

1. [Asset 1 description] - Valued at [Value]
2. [Asset 2 description] - Valued at [Value]
3. [Asset 3 description] - Valued at [Value]

[Continue as necessary]

Based on these assets, the proposed equitable distribution is as follows:

- [Beneficiary's Name 1] - [Asset/Value allocated]
- [Beneficiary's Name 2] - [Asset/Value allocated]
- [Beneficiary's Name 3] - [Asset/Value allocated]

[Continue as necessary]

Please take the time to review this proposal. I believe this distribution reflects an equitable approach to honoring [Deceased's Name]'s wishes and ensuring fair treatment of all beneficiaries. If you have any questions or concerns, or if you would like to discuss this further, please feel free to reach out to me directly.

I appreciate your understanding and cooperation.

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position/Relationship to Deceased]