

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

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

Subject: Equitable Distribution Notice

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to formally notify you regarding the equitable distribution of assets as part of our [divorce/separation] proceedings. In accordance with the relevant laws and regulations, it is essential that we address the distribution of our marital property and debts.

Please find enclosed a list of assets and liabilities that we will need to discuss:

1. [Asset/Liability Description 1]
2. [Asset/Liability Description 2]
3. [Asset/Liability Description 3]

I would like to propose a meeting to discuss this matter further. Please let me know your availability so we can resolve the distribution amicably.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]