

[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: Outline of Equitable Distribution Terms

I hope this letter finds you well. As we move forward with discussions regarding the equitable distribution of our assets, I would like to outline the terms we have been considering for clarity and collaboration.

1. ****Marital Assets:****

- Identification of assets to be divided, including but not limited to:
 - a. Real estate properties
 - b. Bank accounts
 - c. Investment accounts
 - d. Personal property (e.g., vehicles, jewelry)

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

- Proposed methods for appraising the identified assets to ensure a fair market value is established.

3. ****Distribution Percentages:****

- Outline the suggested percentage split of each asset category.
- For example:
 - Real estate: 50/50
 - Bank accounts: [percentage]

4. ****Liabilities:****

- Full disclosure of any marital debts, including credit cards, mortgages, and loans.
- Proposed plan for the allocation of these liabilities.

5. ****Division of Personal Property:****

- Agreement on how shared personal property will be divided, including a list of items and their proposed recipients.

6. ****Retirement Accounts:****

- Discussion regarding the division of retirement accounts, including the process for Qualified Domestic Relations Orders (QDROs) if necessary.

7. ****Future Considerations:****

- Address any potential adjustments based on future income changes or other amendments to the agreement.

Please review these proposed terms at your earliest convenience. I believe it is in our best interest to reach an amicable agreement, and I am open to discussing any concerns or adjustments you may have.

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

Sincerely,
[Your Name]