

[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 of Assets

I hope this letter finds you well. I am writing to discuss the equitable distribution of our shared assets following [mention the context, e.g., divorce, separation, partnership dissolution].

1. **Overview of Assets**

- [Briefly list the major assets to be distributed, e.g., real estate, bank accounts, vehicles, investments.]

2. **Proposed Distribution Plan**

- [Detail your proposed distribution for each asset, mentioning any relevant valuations or considerations.]

3. **Rationale for Proposal**

- [Explain the reasons behind your proposed distribution, citing any relevant factors such as contributions, needs, or legal considerations.]

4. **Next Steps**

- [Propose a time for discussion or a meeting to negotiate and finalize the distribution plan.]

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

Sincerely,

[Your Name]