

Notification of Inheritance

Date: [Insert Date]

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

Dear [Beneficiary's Name],

We hope this letter finds you well. We are writing to formally notify you of your inheritance as a beneficiary of the estate of [Deceased's Name], who passed away on [Date of Death]. As the appointed estate administrator, it is our duty to ensure that you are informed of your rights and the details regarding the distribution of the estate.

According to the will of [Deceased's Name], you are entitled to receive [describe the inheritance - e.g., a percentage of the estate, specific assets, etc.]. We are currently in the process of administering the estate and ensure that all legal procedures are followed.

If you have any questions regarding your inheritance or the estate administration process, please do not hesitate to contact me at [Your Contact Information].

Thank you for your patience during this time, and we will keep you updated on the progress of the estate settlement.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company/Organization Name]
[Your Contact Information]