

Date: [Insert Date]

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

Dear [Beneficiary's Name],

We are writing to inform you that you have been identified as a beneficiary in the estate of [Deceased's Name], who passed away on [Date of Death]. As per the last will and testament, you are entitled to receive an inheritance in the amount of [Insert Amount or Description of Assets].

The probate process is currently underway, and we expect it to be completed by [Estimated Completion Date]. After the completion, the distribution of the assets will commence, and you will be contacted regarding the steps you need to take to receive your inheritance.

Please keep this notification confidential and do not hesitate to contact us at [Contact Number] or [Email Address] should you have any questions or require further information.

Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Position]  
[Law Firm or Company Name]  
[Address]  
[City, State, Zip Code]  
[Country]  
[Contact Number]  
[Email Address]