

Asset Distribution Adjustment Notification

Date: [Insert Date]

From: [Your Name]

Address: [Your Address]

City, State, Zip Code: [Your City, State, Zip]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Recipient's Name]

Address: [Recipient's Address]

City, State, Zip Code: [Recipient's City, State, Zip]

Dear [Recipient's Name],

Subject: Adjustment of Asset Distribution

I hope this letter finds you well. I am writing to inform you about an adjustment in the distribution of assets that was agreed upon in our previous arrangements. After careful consideration and review of our current circumstances, we believe these changes are necessary to ensure fairness and transparency.

Details of Adjustment:

- Asset: [Description of Asset]
- Original Distribution: [Original Distribution Details]
- Adjusted Distribution: [Adjusted Distribution Details]
- Effective Date: [Effective Date of Change]

We appreciate your understanding and cooperation in this matter. Should you have any questions or wish to discuss this adjustment further, please feel free to reach out to me directly.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title/Position]