

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Phone Number]  
[Your Email]

[Date]

[Executor/Administrator Name]  
[Estate of Name of Deceased]  
[Address]  
[City, State, Zip Code]

Re: Letter of Intent to Settle Beneficiary Claims - Estate of [Deceased Full Name]

Dear [Name of Executor/Administrator],

I am writing this letter as a formal expression of my intent to reach a settlement regarding my claims as a beneficiary of the Estate of [Deceased Full Name].

It is my desire to resolve all outstanding matters related to my inheritance and any associated claims in an amicable and efficient manner, avoiding the need for prolonged legal proceedings or formal litigation. To facilitate this settlement, I propose the following terms for consideration:

- [Proposed Term 1: e.g., Specific monetary amount or percentage]
- [Proposed Term 2: e.g., Distribution of specific physical assets]
- [Proposed Term 3: e.g., Timeline for final distribution]
- [Proposed Term 4: e.g., Mutual release of further liability]

I am open to further discussion or mediation to reach a mutually agreeable resolution. Please acknowledge receipt of this letter and advise on the next steps to finalize a formal Settlement Agreement.

This letter is a statement of intent for negotiation purposes only and does not constitute a final binding agreement until a formal written contract is executed by all parties.

I look forward to hearing from you by [Date].

Sincerely,

[Your Signature]

[Your Printed Name]