

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

[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Re: Estate of [Deceased Full Name], Case No: [Case Number, if applicable]

Dear [Recipient Name],

I am writing to you in my capacity as [Executor/Administrator/Legal Counsel] for the Estate of [Deceased Full Name].

As you are aware, certain assets within the estate have been subject to dispute regarding their proper distribution. Specifically, the following assets have been contested: [List contested assets].

This letter serves to formally notify you that [a resolution has been reached / a court order has been issued / a mediation agreement has been signed] regarding these contested items. Based on this outcome, the distribution of the aforementioned assets will proceed as follows:

- [Asset Description]: To be distributed to [Recipient Name].
- [Asset Description]: To be distributed to [Recipient Name].

Prior to the final release of these assets, the following requirements must be met: [List requirements, e.g., signing a release of liability, payment of inheritance taxes, or providing identification].

Please provide the necessary documentation or confirmation by [Date] so that the distribution process can be completed. If you fail to respond or provide the requested information by this date, the estate may [state consequence, e.g., petition the court for further instruction or place the assets in escrow].

If you have any questions regarding this matter, please contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]