

[Date]

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

Re: Notice of Proposed Pro Rata Distribution - [Account or Case Number]

Dear [Recipient Name],

This letter serves as formal notice regarding a proposed pro rata distribution of funds related to [Name of Estate/Fund/Settlement].

Based on the total available funds and the total value of approved claims, the distribution ratio has been calculated at [Percentage]% of the recognized claim amount.

Your specific distribution details are as follows:

- **Total Approved Claim Amount:** \$[Amount]
- **Proposed Distribution Percentage:** [Percentage]%
- **Your Estimated Distribution Amount:** \$[Amount]

Please review these figures carefully. If you believe there is a calculation error or if you wish to object to this proposed distribution, you must submit your written objection no later than [Deadline Date] to the following address:

[Contact Name/Department]
[Mailing Address]
[Email Address/Phone Number]

If no objections are received by the stated deadline, the distribution will be processed as outlined above on or about [Expected Payment Date]. Payments will be issued via [Method of Payment, e.g., Check/Wire Transfer].

Please ensure your contact and payment information is up to date.

Sincerely,

[Your Name/Authorized Signature]
[Title/Company Name]