

Your Address:

Date:

Dear Sir/Madam,

**Re: Recent Bereavement for**

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I write following a recent bereavement of my; **husband/wife/civil partner/  
son/daughter/mother/father/other** (please circle)

**Deceased Name;** \_\_\_\_\_

**DOB;** \_\_\_\_\_

**Date of Death ;** \_\_\_\_\_

**Address;** \_\_\_\_\_

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**(Contact Details – of Informant)**

My contact details are as follows; **(Name)** \_\_\_\_\_,

**(Address)** \_\_\_\_\_

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**Person dealing with estate; (Name)** \_\_\_\_\_,

**(Address)** \_\_\_\_\_

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I have enclosed \_\_\_\_\_, please can you amend your records and send a confirmation letter to me at the **informants address/person dealing with estate address** shown above **(please circle)**.

In the meantime, if you have any questions at all please do not hesitate in contacting me.

Thank you in anticipation.

Yours sincerely,