



Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT }

{ MERGEFIELD FW_PROBSOC1_FWB_SOC_1_name }
{ MERGEFIELD FW_PROBSOC1_FWB_SOC_1_address }

Dear Sirs

Deceased: { MERGEFIELD "LINKNAME FORENAME 1" } { MERGEFIELD "LINKNAME SURNAME 1" }

Account Number[s]: { MERGEFIELD FW_PROBSOC1_FWB_SOC_1_AC_1 }, { MERGEFIELD FW_PROBSOC1_FWB_SOC_1_AC_2 }, { MERGEFIELD FW_PROBSOC1_FWB_SOC_1_AC_3 }, { MERGEFIELD FW_PROBSOC1_FWB_SOC_1_AC_4 }

Address: { MERGEFIELD "CLIENT HOUSE" }, { MERGEFIELD "CLIENT POSTAL TOWN" }, { MERGEFIELD "CLIENT COUNTY" }, { MERGEFIELD "CLIENT POSTCODE" }

Date of Death: { MERGEFIELD "FW_PRODCCDETS 1 FWDCD DT DTH" }

We have been instructed by the Personal Representatives of the above named deceased to obtain a Grant of Representation. Please find enclosed a certified copy of the death certificate for noting in your records. [We also enclose the passbook[s] for updating.] Please forward all future correspondence to us.

Please let us have the value of the account[s] as at the date of death together with details of any accrued interest and please indicate whether any such accrued interest is payable net or gross of tax. Please also let us have details of any other accounts held by the deceased and let us know whether the deceased had any items held with you in safe deposit.

Please confirm that any accounts held jointly with the deceased's spouse are now in the sole name of the surviving spouse.

To enable us to settle the deceased's income tax affairs to the date of death please let us have s352 Certificates for BOTH the last complete tax year and also 6th April last to the date of death for each account.

When replying, please also supply us with the necessary claim forms for completion by the Personal Representatives.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }