|  |  |
| --- | --- |
| Date  Company Name  Address 1  Address 2  Address 3  Post Code |  |

Dear Sirs,

**<NAME OF DECEASED> DECEASED**

**ADDRESS: <DECEASED’S HOME ADDRESS>**

**DATE OF DEATH: <DATE OF DEATH>**

**PAYROLL/PERSONNEL NUMBER: <REFERENCE FROM PAYSLIP>**

I am one of the Personal Representatives for the above-named deceased and enclose a death certificate.

I am at present ascertaining details of the deceased’s estate.

I am aware that the deceased worked for you up to <his> death.

* Please supply a final payslip confirming any tax and National Insurance deducted
* If a final payment is due, please advise and I will forward the grant of representation once obtained
* If the deceased owed any money to you, either in overpaid wages or any other item, please advise so that I can settle the liability once the grant has been obtained

I look forward to hearing from you and thank you in advance for your co-operation. If you require any further information I can be contacted at <your email address> or <your contact number>.

Yours faithfully

**<Your Name>**

**EXECUTOR <Change this to PERSONAL REPRESENTATIVE if no will>**