|  |  |
| --- | --- |
| Date  Your Chosen Probate Registry  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>**

I am the son of, and one of the Personal Representatives for, the above-named deceased.

Please find enclosed the necessary forms to deal with <my father’s> estate, this being:

PA1

IHT205

<IHT217>

<Original Will>

<3 Copies of Will>

Death Certificate

Cheque for £220.00

If you require any further information you can contact me via email to at <your email address> or <your contact number>.

Yours faithfully

**<Your Name>**

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