|  |  |
| --- | --- |
| 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>**

**ACCOUNT NUMBER: <ACCOUNT NUMBER OR REFERENCE>**

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

I will be applying for a Grant of Representation. Once this is obtained, I will be able to settle any outstanding liability. I would be grateful if you could supply me with the following information:

* Please confirm the balance of the above account at the date of death
* If the account is in joint names, please provide the name and address of the joint holder
* If the account is in credit, please confirm the amount
* If the account is in debit, please confirm the amount and the name and address details of the cheque payee
* Please also advise if you hold any security over any asset

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>**