

Your name
Address
Postcode

Date

Name of Department/Agency/Business
Address
Postcode

Dear Sir/Madam

Notification of Death

This letter is notification that (name of deceased) died on (date of death). I am the surviving spouse/child/other and I shall be dealing with any further correspondence on this matter.

Please find enclosed a copy of the death certificate.

If you require further details please contact me at the above telephone number or address.

Yours faithfully

Your Name