{%=orgName%}

{%=orgAddress%}

your ref

our ref {%=reference%}

date {%=date%}

Please reply to **TORQUAY** office

Dear Sirs

**Re: The Estate of the Late {%=deceased.forename%} {%=deceased.surname%}**

**Date of Death:** {%=deceased.dateOfDeath%}

**Council Tax Account Number:** {%=accountNumber%}

**Regarding Property at Address:**

{%=property.address%}

We have been instructed to act in the administration of the estate of the above named deceased who died on the above date.

Further to the deceased’s Council Tax account, we would be grateful if you could please confirm the amount currently outstanding or held to the deceased’s credit as at the current date.

Please note we will revert to you regarding any outstanding amounts or to claim any sums due to the deceased’s estate once we have collected in the assets of the estate.

Kindly also note that once we are in a position to do so, we will let you know if the property is to be sold or transferred. We will therefore keep you updated on developments in this regard.

In the meantime, please ensure you forward all future correspondence regarding this matter to us quoting our reference at the top of this letter.

We look forward to hearing from you and thank you in anticipation of your response.

Yours faithfully

Darby & Darby

probate@darbylaw.co.uk