{%=orgName%}

{%=orgAddress%}

{%=noAddress%}

Our ref: {%=reference%}

Your ref:

Date: {%=date%}

Reply to: **TORQUAY** office

Tel.: **01803 313656**

Dear Sirs

**Re: {%=deceased.forename%} {%=deceased.surname%} Deceased**

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

**Account Reference:** {%=pension.reference%}

We have been instructed to act in the administration of the estate of the above named deceased and we enclose a certified copy of the Death Certificate for noting in your records and return.

We would be grateful if you could supply us with the following in relation to all pension plans held by the deceased:

1. Details of the benefits payable as a result of the deceased’s death
2. Confirmation that such benefits are due directly for payment to the Personal Representative of the deceased’s estate.
3. Details of any amounts due to yourselves as at the date of death
4. Details of any further benefits/lump sum payments due to the deceased’s estate by virtue of their Pension entitlements
5. For Income Tax purposes, the amount of Pension paid to the deceased for the period from the start of the current tax year up to the date of death.
6. The documentation you require to be completed by the Personal Representative to enable payment to be made.

Please ensure you forward all future correspondence regarding this matter to us quoting our reference at the top of this letter. If applicable, please cease all marketing to the above property with immediate effect.

We look forward to hearing from you.

Yours faithfully

Darby & Darby

probate@darbylaw.co.uk

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