{%=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 Death Certificate Verification Form for noting in your records and return.

We understand the deceased was in receipt of a State Retirement Pension. We would be grateful if you would please confirm whether there are any payments due to or from the Estate as at date of death. Please could you also provide details of the Pension paid to the deceased between 6 April and the date of death.

In due course it will be necessary for the Executors to complete a Tax Return for the period 6 April to the date of death. Please let us have details of the amount of pension paid to our late client between this period together with a note of any tax deducted therefrom.

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 advance for your assistance in this matter.

Yours faithfully

Darby & Darby

probate@darbylaw.co.uk

Encl Death Certificate Verification Form