{{p letter\_date\_insert }}

{{party.name\_on\_file}}

{{party.address\_on\_file}}

{%p if party.fax\_on\_file %}

Fax: {{party.fax\_on\_file}}

{%p endif %}

Dear Sir or Madam:

**{{p re\_line\_insert }}**

We wish to advise that we act on behalf of the Personal Representative of the above noted Estate. {{deceased.name}} died on {{deceased.death\_date|toDate(“June 3, 1990”)}}. A photocopy of the Funeral Director’s Statement of Death is enclosed for your records.

We are advised that the Deceased held accounts at your Branch, and we wish to be advised of the following:

1. The description of any accounts;
2. The balance of the accounts **as at the date of death ({{deceased.death\_date|toDate(“June 3, 1990”)}}), together with separate figures of the interest accrued to the date of death** on such accounts;
3. For income tax purposes, please indicate the amount and date interest was last paid either directly to the Deceased or credited to the Deceased’s account;
4. Please confirm whether the Deceased held any other securities at your Branch either in the form of investment, plans, safety deposit box, etc.;
5. The current balance of any plans, if any;
6. For guaranteed investment certificates, please provide us with the principal amount, interest rate, date of purchase, date of maturity and frequency of payment of interest (annually, monthly, etc.);
7. Whether the Deceased had any outstanding liabilities at your Branch and if so, details of the same; and

8. Any other information you may have for the Deceased.

If you have any questions or concerns with respect to this matter, please contact the writer or {{assistant.name\_on\_docs}}.

{{p letter\_closing\_insert}}