

Life ins comp name
Life ins comp address

Date of letter

Salutation of addressee

Re: Name of deceased

I am an **Will?** for the estate of the above named, who died on Date of death. The estate appears to include the benefit of the policy described below.

For the purpose of Inheritance Tax and Probate would you kindly confirm the value of the policy at the date of death, together with any bonuses that might apply. Please also provide a chargeable event certificate if applicable.

I should also be grateful if you would search your records for any other assets that may have been held by the deceased with your company, whether held in their sole name or jointly with another.

The deceased's last address was Last address.

The deceased appears to have held the following:

Name in which policy held	Description of policy	Policy number	Date of policy
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When the grant of probate has been obtained, I shall send an official copy to you for your inspection. Please let me know what formalities (if any) will be involved in obtaining payment of any monies due to the estate.

I have enclosed a copy of the death certificate for your perusal and I would appreciate you returning this to me when you have completed your investigation.

Yours sincerely

sdf