

Annuity Provider Company  
address1  
address2  
london  
SW15 2LR

16 September 2016

Dear Sir/Madam

**Re: Frances Maria Berenson**

I am an executor for the estate of the above named, who died on 3 September 2016. The estate appears to include the benefit of the annuity described below:

Name in which annuity held	Description of annuity	Annuity contract number	Date of annuity contract
Frances Maria Berenson	Contract Type	12121212	16 September 2016

For the purpose of Inheritance Tax and Probate, would you kindly confirm:

1. The annuity amounts (if any) paid to the deceased in the current tax year, identifying the date, amount and method of each payment
2. The amount of any annuity payments due (but not yet paid) up to the date of death; or alternatively, the amount of any overpayment of annuity
3. If any capital sum is due to the estate under the annuity

Please advise if any other person or if the deceased's estate, following the death of the deceased, has an entitlement to benefit under the annuity and, if so, as to the nature of that entitlement.

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.

The deceased's last address was Sunrise of Bagshot, Bagshot, GU19 5HN.

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 faithfully

**Robin Richard**

