

Name

Utility company name 1

Date

Dear Sir/Madam

**Re: Name of deceased**

Account reference: Ref no 1

I am an Will? for the estate of the above named, who died on Date of death.

The deceased's last address was .

I should be obliged if you would close the above account and forward to me a final statement of account, together with confirmation of any amounts payable by or to the deceased as at the date of death. Please also ensure that any direct debit instruction from the deceased to you is cancelled.

When the grant of probate has been obtained, I shall send an official copy to you for your inspection. I confirm that any amounts due to you from the deceased will be discharged out of the estate after probate has been granted and once the estate is in funds for this purpose. Alternatively, please let me know what formalities (if any) will be involved in obtaining payment if any monies shall be due from you 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

Name