

Name of bank or building society 1

Date:

Dear Sir/Madam

Re: Name of deceased

I am an **Will?** for the estate of the above named, who died on **Date of death**. I understand that **Name of deceased** had one or more accounts at your **BankBS**.

The deceased's address was:

Please will you send me a list of accounts held by the deceased with the balances including accrued interest at the date of death. Please will you also send me a list of direct debits and standing orders on the accounts, and cancel any future payments.

Had the deceased left any documents or items of value with you for safe-keeping? If so, what were they?

What is the procedure for obtaining the funds and any other assets once probate has been granted?

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

Yours faithfully

Name of signatory