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HSBC
109 Underhill Road
London
SE22 0QS

16 September 2016

Dear Sir/Madam

Re: Frances Maria Berenson
Account reference: A/C 1234654

I am an executor for the estate of the above named, who died on 16 September 2016.

The deceased's last address was 14-16 London Road, Bagshot, Surrey, GU19 5HN.

I should be obliged if you would close the above account and forward to me a statement of account indicating the outstanding amount payable by the deceased, or other amount required to settle the account, both as at the date of death and at the date of the statement. Please also ensure that any direct debit instruction from the deceased to you is cancelled. Kindly also confirm if the deceased elected to take any payment protection insurance and, if so, please provide details of the same.

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, or other applicable amount required to settle the deceased's account, will be discharged out of the estate after probate has been granted and once the estate is in funds for this purpose.

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 William Richard