**Deceased Details**

Deceased Name: nameCD

Deceased Address: addressCD

Date of birth: dobCD

Date of death: dodCD

Marital status: maritalCD

Date of Will (if applicable): dowCD

**Executors Details**

Name: exeName

Address: exeAddress

Relationship: relationship

Contact Number: contactNumber

Natwest

bankAddressCD

Our Ref: ourRefCD

Your Ref: yrRefCD

currDate

Dear Sirs

Estate of estateCD Deceased.

Late of nameCD

We act in the administration of the estate of the late nameCD who died on the dodCD. We enclose a death certificate **for noting in your records and to return to us.**

We understand that the deceased held the following account with your organisation: -

**Account Number**

**accountNumberCD**

We should be grateful if you would let us know the balance of the above account at the date of death together with accrued interest as at that date, indicating whether the interest is gross or net of tax. Please also let us have:

* details of interest credited, and tax paid for the year from 6th April 20 to the date of death.
* a list of standing orders and direct debits

Any standing orders or direct debits should be cancelled with immediate effect.

When replying, please let us have appropriate form to enable the account to be closed in due course. Please also confirm whether any other account is held with yourselves in the sole name of the deceased or jointly with any other person and the balance on any such account.

We look forward to hearing from you.

Yours faithfully,

faithCD