\*\*\*ADDRESS OF INSTITUTION\*\*\*

My Ref: \*\*\* \*\*\*DATE\*\*\*

The Estate of %DECEASED NAME%

Date of Death – %DATE OF DEATH%

Dear Sirs,

I am acting in the administration of the estate of the abovenamed %DECEASED NAME%, late of %DECEASED ADDRESS% who died in England on the %DATE OF DEATH%.

I understand that the deceased had an account with your branch and I should be obliged if you could let me have a certificate of balance as at the date of death. I am enclosing for your records a copy of the death certificate of the deceased and I look forward to hearing from you.

Yours faithfully,

MARGARET CAMPBELL

[magscampbell@eircom.net](mailto:magscampbell@eircom.net)