

Bank Name & Address

Your Name & Address

Date:

Dear Sir/Madam

Re: The Estate of [Name of deceased] deceased

Account Number: [Account name]

I am the personal representative of the above-named deceased, who died on a date (xxx). I have attached the death certificate for you to note and return.

I am attaching the Funeral Director's invoice for your attention.

I shall be obliged if you would arrange to send me a cheque in the sum of £ [amount of invoice] made payable to "[Undertaker]" so that I can settle this liability of the estate.

Thank you for your assistance in this matter.

Yours faithfully

Your name