

[Utility provider name & Address]

[Your Name]

Date [xxxx]

Dear Sir/Madam

Re: The Estate [Deceased Name] deceased
Account Number: [Number]

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

In respect of the above, please:

1. Be advised that the property is now unoccupied.
2. Please update your records, and ensure all further correspondence is sent to me at the above address.
3. Please advise me of any outstanding balance as of the date of death. Please note that this will be settled once I have received the Grant of Probate and sufficient funds.
4. Cancel direct debit instructions, as the deceased's bank accounts will now be frozen.

I thank you for your help in the above matter. You can contact me by email at [email address], or you can ring me at [xxxxx]

Yours Sincerely

[Your Name]