

[Employer Name & Address] [Your Name & Address]

Date: [xxx]

Dear Sir/

Re: The Estate of [Deceased name]

NI Number: [xxxxxxx]

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 matter, please:

1. Advise me whether there has been an overpayment or underpayment of salary. Please note that any overpayment will be settled once we receive the Grant of Probate and sufficient funds.
2. Ensure no further payments are made to the deceased's bank account.
3. Please advise me of the amount of salary paid for the current tax year.
4. Please advise me of the amount of any lump sum, pension or discretion repayments which the estate or third parties can claim.
5. Please provide me with the tax deduction certificate.
6. Confirm details of the tax district and tax reference.

Thank you for your assistance in the above matter. Should you need to contact me, please email me at: [email address], or you can ring me on [mobile number]

Yours Sincerely

[Your name]