

[Registrar Name & Address] [Your Name]

Date: [xxxx]

Dear Sirs

Re: The Estate of [Deceased Name] deceased

Shareholding ref: [Reference]

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

I believe the deceased holds the above shareholding. Please: -

1. Note the death on your records and confirm the holding.
2. [Note I do not have the share certificate. Please send me an indemnity and a note of your fees].
3. Retain any future dividend payments until I have a Grant of Probate in the estate.
4. Retain any new or replacement share certificates until I have provided you with the Grant of Probate.
5. Please advise me of any dividends paid and tax deducted for the two years preceding the death.
6. If possible, please also be kind enough to inform me of the share price at the date of death.

I confirm that I will be applying for a Grant in due course and shall let you have sight of this once I have received it.

I thank you for your assistance in the above matter. Please contact me by email at [xxxx] or ring me at [xxxx].

Yours Faithfully

[Your Name]