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Our Ref: { MERGEFIELD MATTER\_FEE\_EARNER\_ID }/{ MERGEFIELD client\_no }/{ MERGEFIELD matter\_no }

{ QUOTE { DATE \@ "d"\*Ordinal } } { QUOTE { DATE \@ "MMMM yyyy" } }

{ MERGEFIELD "FW\_PROBEN1\_FWBEN\_2\_TITLE" } { MERGEFIELD "FW\_PROBEN1\_FWBEN\_2\_FORE" } { MERGEFIELD "FW\_PROBEN1\_FWBEN\_2\_SURN" }  
{ MERGEFIELD "FW\_PROBEN1\_FWBEN\_2\_ADDR" }

Dear { MERGEFIELD "FW\_PROBEN1\_FWBEN\_2\_TITLE" } { MERGEFIELD "FW\_PROBEN1\_FWBEN\_2\_SURN" }

**Estate of: { MERGEFIELD FW\_PRODCDETS\_1\_DECEASED\_FULLNM }**

I act for the Personal Representatives of the estate of the above named deceased and write to inform you that the late { MERGEFIELD FW\_PRODCDETS\_1\_DECEASED\_FULLNM } { IF { MERGEFIELD FW\_PRODCDETS\_1\_FWTESTATE } = "Testate" "left { IF { MERGEFIELD FW\_PROBEN1\_FWBEN\_2\_BEQTYPE } = "Legacy" "a legacy of £{ MERGEFIELD FW\_PROBEN1\_FWBEN2LEGVALUE }" "a share of their residuary estate" } to { MERGEFIELD FW\_PROBEN1\_FWBEN\_2\_FORE } { MERGEFIELD FW\_PROBEN1\_FWBEN\_2\_SURN } in their last Will, which I understand to be you." "" } { IF { MERGEFIELD FW\_PRODCDETS\_1\_FWTESTATE } = "Testate" "" "died without leaving a Will and as such their estate passes under the intestacy rules. As the { MERGEFIELD FW\_PROBEN1\_FWBEN\_2\_RSHIP } of the deceased, you are entitled to a share of the residuary estate. I enclose a copy of the family tree for your information and I should be grateful if you would let me know if you think there are any relatives who have not been included in this document." }

I am in the process of administering the estate and will notify you once the Estate Accounts have been finalised and I am in a position to make the distribution to you.

It may take some months to obtain a grant of representation and to collect the assets, but as soon as I am in a position to make the distribution, I will contact you again. I will deal with matters as quickly as possible and should be grateful for your patience.

In the meantime, in order to comply with my firm's identification procedure, please provide me with two forms of identification as set out below (one from section (A) and one from section (B)).

**Please note only original documents (or photocopies certified by a solicitor as true copies of the original documents) are acceptable:**

(A) as evidence of your name one of the following:

- a current full signed passport;

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- a current full UK driving licence;
- a state pension or benefits book;
- an Inland Revenue tax notification; and

(B) as evidence of your address one of the following:

- a bank/building society statement or passbook;
- a utility bill (not for a mobile phone);
- a local authority tax bill

In the event that you have changed your name since your date of birth, eg due to marriage, or your name is different from that stated in the { IF { MERGEFIELD FW\_PRODCDETS\_1\_FWTESTATE } = "Testate" "Will" "family tree" }, then please provide the necessary Certificates/Change of Name Deeds evidencing this change.

Please also confirm how you would like your funds paid to you. You have three options:

1. your funds can be sent to you in the form of a cheque at the above address;
2. your funds can be telegraphically transmitted to your bank account via the CHAPS system, which credits your account instantly and for which there is an administrative charge or £\* ; or
3. your funds can be telegraphically transmitted to your bank account via the BACS system, which takes 3 days to clear into your account.

If you request your funds to be electronically transferred to you, I will require the account holder's name, bank name and branch address together with the sort code and account number. If the funds are being transferred to an account based abroad, I will also require the IBAN number and swift code.

I should be grateful if you would confirm that you are the person named in the { IF { MERGEFIELD FW\_PRODCDETS\_1\_FWTESTATE } = "Testate" "Will" "family tree" } and that this is your current address by signing the enclosed copy of this letter and returning it to me together with your evidence of identity and payment instructions.

It may take some months to obtain a grant of representation and to collect the assets, but as soon as I am in a position to make the distribution, I will contact you again. I will deal with matters as quickly as possible and should be grateful for your patience.

Yours sincerely

**{ MERGEFIELD CALCULATION\_FEE\_EARNER\_DESCRIPTION }**  
**{ MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME\*UPPER }**