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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\_PRO\_PROFBODS\_FWLCLCOUNCIL\_name" }  
{ MERGEFIELD "FW\_PRO\_PROFBODS\_FWLCLCOUNCIL\_address" }

Dear Sirs

**Deceased:** { MERGEFIELD  
FW\_PRODCDETS\_1\_DECEASED\_FULLNM }  
**Council Tax Reference:** { MERGEFIELD  
"FW\_PRO\_PROFBODS\_FWLCLCOUNCILREF" }  
**Address:** { MERGEFIELD  
FW\_PRODCDETS\_1\_FWDCD\_PRV\_ADD1 \f " , " }{  
MERGEFIELD  
"FW\_PRODCDETS\_1\_FWDCD\_PRV\_ADD2" \f " , " }{  
MERGEFIELD  
"FW\_PRODCDETS\_1\_FWDCD\_PRV\_ADD3" \f " , " }{  
MERGEFIELD  
"FW\_PRODCDETS\_1\_FWDCD\_PRV\_ADDPC" }  
**Date of Death:** { MERGEFIELD  
"FW\_PRODCDETS\_1\_FWDCD\_DT\_DTH" }

We act in the estate of the above named deceased and we enclose a certified copy Death Certificate for noting in your records and return.

We should be grateful if you would let us know of any outstanding council tax owing to yourselves or confirm if any refund is due to the estate.

[We confirm that the house is currently unoccupied and we are in the process of selling it.]

We should also be grateful if you would kindly note your records accordingly and send any future correspondence to this office.

We look forward to hearing from you shortly.

Yours faithfully

{ MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME\\*UPPER }

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