

B Soc 1 Balance Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

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

{ MERGEFIELD "FW_PROBSOC1_FWB_SOC_1_name" }
{ MERGEFIELD "FW_PROBSOC1_FWB_SOC_1_address" }

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Account Number[s]: { MERGEFIELD FW PROBSOC1 FWB SOC 1 AC 1 \f",
"}{ MERGEFIELD FW PROBSOC1 FWB SOC 1 AC 2
\f", " }{ MERGEFIELD
FW PROBSOC1 FWB SOC 1 AC 3 \f", " }{
MERGEFIELD FW PROBSOC1 FWB SOC 1 AC 4 }
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
\@ "d"*Ordinal } { MERGEFIELD
FW PRODCDETS 1 FWDCD DT DTH \@ "MMMM
yyyy" }

We have been instructed by the Personal Representatives in the administration of the estate of the above named deceased. Please find enclosed a death the details of which should be noted and the certificate returned. [We also enclose the passbook[s] for updating.] Please forward all future correspondence to us.

Please let us have the balance of the account[s] as at the date of death together with details of any unpaid accrued interest and please indicate whether any such accrued interest is payable net or gross of tax. Please also let us have details of any other accounts held by the deceased and let us know whether the deceased had any items held with you in safe deposit.

Please provide a copy of any direct debit and standing order instructions, and confirm in writing that these have been cancelled as from the date of death

[Please confirm that any accounts held jointly with the deceased's spouse are now in the sole name of the surviving spouse.]

To enable us to settle the deceased's income tax affairs to the date of death please let us have s352 Certificates detailing the interest paid, and tax deducted for period 6th April { MERGEFIELD fssm_Prob_Tax_Year } to the date of death as well as the last two complete tax year for each account.

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When replying, please also supply us with the necessary claim forms for completion by the Personal Representatives.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

B Soc 1 Closure Letter

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B Soc 1 DWP Claim Info Request

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B Soc 2 Balance Letter

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MERGEFIELD matter_no }

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

{ MERGEFIELD "FW_PROBSOC1_FWB_SOC_2_name" }
{ MERGEFIELD "FW_PROBSOC1_FWB_SOC_2_address" }

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Account Number[s]: { MERGEFIELD FW PROBSOC1 FWB SOC 2 AC 1 \f",
"}{ MERGEFIELD FW PROBSOC1 FWB SOC 2 AC 2
\f", " }{ MERGEFIELD
FW PROBSOC1 FWB SOC 2 AC 3 \f", " }{
MERGEFIELD FW PROBSOC1 FWB SOC 2 AC 4 }
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FW PRODCDETS 1 FWDCD PRV ADD2 \f", " }{
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FW PRODCDETS 1 FWDCD PRV ADD3 \f" " }{
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FW PRODCDETS 1 FWDCD PRV ADDPC }
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{ MERGEFIELD "FW_PROBSOC1_FWB_SOC_2_name" }
{ MERGEFIELD "FW_PROBSOC1_FWB_SOC_2_address" }

Dear Sirs

Deceased: { MERGEFIELD
FW_PRODCDDETS 1 DECEASED FULLNM }
Account Number[s]: { MERGEFIELD FW_PROBSOC1_FWB_SOC_2_AC_1 \f",
"} { MERGEFIELD FW_PROBSOC1_FWB_SOC_2_AC_2
\f", " } { MERGEFIELD
FW_PROBSOC1_FWB_SOC_2_AC_3 \f", " } {
MERGEFIELD FW_PROBSOC1_FWB_SOC_2_AC_4 }
Address: { MERGEFIELD
FW_PRODCDDETS 1 FWD CD PRV_ADD1 \f", " } {
MERGEFIELD
FW_PRODCDDETS 1 FWD CD PRV_ADD2 \f", " } {
MERGEFIELD
FW_PRODCDDETS 1 FWD CD PRV_ADD3 \f" " } {
MERGEFIELD
FW_PRODCDDETS 1 FWD CD PRV_ADDPC }
Date of Death: { MERGEFIELD FW_PRODCDDETS 1 FWD CD DT DTH
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B Soc 2 Closure Letter

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{ MERGEFIELD "FW_PROBSOC1_FWB_SOC_2_name" }
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Deceased: { MERGEFIELD
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Account Number[s]: { MERGEFIELD FW PROBSOC1 FWB SOC 2 AC 1 \f",
"}{ MERGEFIELD FW PROBSOC1 FWB SOC 2 AC 2
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B Soc 2 DWP Claim Info Request

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

{ MERGEFIELD "FW_PROBSOC1_FWB_SOC_2_name" }
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Account Number[s]: { MERGEFIELD FW PROBSOC1 FWB SOC 2 AC 1 \f",
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B Soc 3 Balance Letter

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

{ MERGEFIELD "FW_PROBSOC1_FWB_SOC_3_name" }
{ MERGEFIELD "FW_PROBSOC1_FWB_SOC_3_address" }

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Account Number[s]: { MERGEFIELD FW PROBSOC1 FWB SOC 3 AC 1 \f",
"}{ MERGEFIELD FW PROBSOC1 FWB SOC 3 AC 2
\f", " }{ MERGEFIELD
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Dear Sirs

Deceased: { MERGEFIELD
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Account Number[s]: { MERGEFIELD FW PROBSOC1 FWB SOC 3 AC 1 \f",
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B Soc 3 Closure Letter

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B Soc 4 Balance Letter

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

{ MERGEFIELD "FW_PROBSOC2_FWB_SOC_4_name" }
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Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Account Number[s]: { MERGEFIELD FW PROBSOC2 FWB SOC 4 AC 1 \f",
"}{ MERGEFIELD FW PROBSOC2 FWB SOC 4 AC 2
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{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

B Soc 4 Blank Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

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

{ MERGEFIELD "FW_PROBSOC2_FWB_SOC_4_name" }
{ MERGEFIELD "FW_PROBSOC2_FWB_SOC_4_address" }

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Account Number[s]: { MERGEFIELD FW PROBSOC2 FWB SOC 4 AC 1 \f",
"}{ MERGEFIELD FW PROBSOC2 FWB SOC 4 AC 2
\f", " }{ MERGEFIELD
FW PROBSOC2 FWB SOC 4 AC 3 \f", " }{
MERGEFIELD FW PROBSOC2 FWB SOC 4 AC 4 }
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
\@ "d"*Ordinal } { MERGEFIELD
FW PRODCDETS 1 FWDCD DT DTH \@ "MMMM
yyyy" }

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

B Soc 4 Closure Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

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

{ MERGEFIELD "FW_PROBSOC2_FWB_SOC_4_name" }
{ MERGEFIELD "FW_PROBSOC2_FWB_SOC_4_address" }

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Account Number[s]: { MERGEFIELD FW PROBSOC2 FWB SOC 4 AC 1 \f",
"}{ MERGEFIELD FW PROBSOC2 FWB SOC 4 AC 2
\f", " }{ MERGEFIELD
FW PROBSOC2 FWB SOC 4 AC 3 \f", " }{
MERGEFIELD FW PROBSOC2 FWB SOC 4 AC 4 }
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MERGEFIELD
FW PRODCDETS 1 FWDCD PRV ADDPC }
Date of Death: { MERGEFIELD FW PRODCDETS 1 FWDCD DT DTH
\@ "d"*Ordinal } { MERGEFIELD
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yyyy" }

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Please let us have a cheque for the balances together with **tax deduction certificates and statements showing all entries on the account from the date of death to the date of closure.**

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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B Soc 4 DWP Claim Info Request

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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_PROBSOC2_FWB_SOC_4_name" }
{ MERGEFIELD "FW_PROBSOC2_FWB_SOC_4_address" }

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Account Number[s]: { MERGEFIELD FW PROBSOC2 FWB SOC 4 AC 1 \f",
"}{ MERGEFIELD FW PROBSOC2 FWB SOC 4 AC 2
\f", " }{ MERGEFIELD
FW PROBSOC2 FWB SOC 4 AC 3 \f", " }{
MERGEFIELD FW PROBSOC2 FWB SOC 4 AC 4 }
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FW PRODCDETS 1 FWDCD PRV ADDPC }
Date of Death: { MERGEFIELD FW PRODCDETS 1 FWDCD DT DTH
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Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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B Soc 5 Balance Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

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

{ MERGEFIELD "FW_PROBSOC2_FWB_SOC_5_name" }
{ MERGEFIELD "FW_PROBSOC2_FWB_SOC_5_address" }

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Account Number[s]: { MERGEFIELD FW PROBSOC2 FWB SOC 5 AC 1 \f",
"}{ MERGEFIELD FW PROBSOC2 FWB SOC 5 AC 2
\f", " }{ MERGEFIELD
FW PROBSOC2 FWB SOC 5 AC 3 \f", " }{
MERGEFIELD FW PROBSOC2 FWB SOC 5 AC 4 }
Address: { MERGEFIELD
FW PRODCDETS 1 FWDCD PRV ADD1 \f", " }{
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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
\@ "d" *Ordinal } { MERGEFIELD
FW PRODCDETS 1 FWDCD DT DTH \@ "MMMM
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Please let us have the balance of the account[s] as at the date of death together with details of any unpaid accrued interest and please indicate whether any such accrued interest is payable net or gross of tax. Please also let us have details of any other accounts held by the deceased and let us know whether the deceased had any items held with you in safe deposit.

Please provide a copy of any direct debit and standing order instructions, and confirm in writing that these have been cancelled as from the date of death

[Please confirm that any accounts held jointly with the deceased's spouse are now in the sole name of the surviving spouse.]

To enable us to settle the deceased's income tax affairs to the date of death please let us have s352 Certificates detailing the interest paid, and tax deducted for period 6th April { MERGEFIELD fssm_Prob_Tax_Year } to the date of death as well as the last two complete tax year for each account.

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Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

B Soc 5 Blank Letter

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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_PROBSOC2_FWB_SOC_5_name" }
{ MERGEFIELD "FW_PROBSOC2_FWB_SOC_5_address" }

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Account Number[s]: { MERGEFIELD FW PROBSOC2 FWB SOC 5 AC 1 \f",
"}{ MERGEFIELD FW PROBSOC2 FWB SOC 5 AC 2
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FW PROBSOC2 FWB SOC 5 AC 3 \f", " }{
MERGEFIELD FW PROBSOC2 FWB SOC 5 AC 4 }
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FW PRODCDETS 1 FWD CD PRV ADDPC }
Date of Death: { MERGEFIELD FW PRODCDETS 1 FWD CD DT DTH
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FW PRODCDETS 1 FWD CD DT DTH \@ "MMMM
yyyy" }

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME *UPPER }

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B Soc 5 Closure Letter

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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_PROBSOC2_FWB_SOC_5_name" }
{ MERGEFIELD "FW_PROBSOC2_FWB_SOC_5_address" }

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Account Number[s]: { MERGEFIELD FW PROBSOC2 FWB SOC 5 AC 1 \f",
"}{ MERGEFIELD FW PROBSOC2 FWB SOC 5 AC 2
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FW PRODCDETS 1 FWDCD DT DTH \@ "MMMM
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B Soc 5 DWP Claim Info Request

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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_PROBSOC2_FWB_SOC_5_name" }
{ MERGEFIELD "FW_PROBSOC2_FWB_SOC_5_address" }

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Account Number[s]: { MERGEFIELD FW PROBSOC2 FWB SOC 5 AC 1 \f",
"}{ MERGEFIELD FW PROBSOC2 FWB SOC 5 AC 2
\f", " }{ MERGEFIELD
FW PROBSOC2 FWB SOC 5 AC 3 \f", " }{
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Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME *UPPER }

B Soc 6 Balance Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
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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_PROBSOC2_FWB_SOC_6_name" }
{ MERGEFIELD "FW_PROBSOC2_FWB_SOC_6_address" }

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Account Number[s]: { MERGEFIELD FW PROBSOC2 FWB SOC 6 AC 1 \f",
"}{ MERGEFIELD FW PROBSOC2 FWB SOC 6 AC 2
\f", " }{ MERGEFIELD
FW PROBSOC2 FWB SOC 6 AC 3 \f", " }{
MERGEFIELD FW PROBSOC2 FWB SOC 6 AC 4 }
Address: { MERGEFIELD
FW PRODCDETS 1 FWDCD PRV ADD1 \f", " }{
MERGEFIELD
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FW PRODCDETS 1 FWDCD PRV ADD3 \f" " }{
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Date of Death: { MERGEFIELD FW PRODCDETS 1 FWDCD DT DTH
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Yours faithfully

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B Soc 6 Blank Letter

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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_PROBSOC2_FWB_SOC_6_name" }
{ MERGEFIELD "FW_PROBSOC2_FWB_SOC_6_address" }

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Account Number[s]: { MERGEFIELD FW PROBSOC2 FWB SOC 6 AC 1 \f",
"}{ MERGEFIELD FW PROBSOC2 FWB SOC 6 AC 2
\f", " }{ MERGEFIELD
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FW PRODCDETS 1 FWDCD DT DTH \@ "MMMM
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Yours faithfully

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B Soc 6 Closure Letter

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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_PROBSOC2_FWB_SOC_6_name" }
{ MERGEFIELD "FW_PROBSOC2_FWB_SOC_6_address" }

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Account Number[s]: { MERGEFIELD FW PROBSOC2 FWB SOC 6 AC 1 \f",
"}{ MERGEFIELD FW PROBSOC2 FWB SOC 6 AC 2
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B Soc 6 DWP Claim Info Request

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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_PROBSOC2_FWB_SOC_6_name" }
{ MERGEFIELD "FW_PROBSOC2_FWB_SOC_6_address" }

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Account Number[s]: { MERGEFIELD FW PROBSOC2 FWB SOC 6 AC 1 \f",
"}{ MERGEFIELD FW PROBSOC2 FWB SOC 6 AC 2
\f", " }{ MERGEFIELD
FW PROBSOC2 FWB SOC 6 AC 3 \f", " }{
MERGEFIELD FW PROBSOC2 FWB SOC 6 AC 4 }
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B Soc 7 Balance Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

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

{ MERGEFIELD "FW_PROBSOC3_FWB_SOC_7_name" }
{ MERGEFIELD "FW_PROBSOC3_FWB_SOC_7_address" }

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Account Number[s]: { MERGEFIELD FW PROBSOC3 FWB SOC 7 AC 1 \f",
"}{ MERGEFIELD FW PROBSOC3 FWB SOC 7 AC 2
\f", " }{ MERGEFIELD
FW PROBSOC3 FWB SOC 7 AC 3 \f", " }{
MERGEFIELD FW PROBSOC3 FWB SOC 7 AC 4 }
Address: { MERGEFIELD
FW PRODCDETS 1 FWDCD PRV ADD1 \f", " }{
MERGEFIELD
FW PRODCDETS 1 FWDCD PRV ADD2 \f", " }{
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MERGEFIELD
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Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

B Soc 7 Blank Letter

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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_PROBSOC3_FWB_SOC_7_name" }
{ MERGEFIELD "FW_PROBSOC3_FWB_SOC_7_address" }

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Account Number[s]: { MERGEFIELD FW PROBSOC3 FWB SOC 7 AC 1 \f",
"}{ MERGEFIELD FW PROBSOC3 FWB SOC 7 AC 2
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Yours faithfully

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B Soc 7 Closure Letter

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Dear Sirs

Deceased: { MERGEFIELD
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Account Number[s]: { MERGEFIELD FW PROBSOC3 FWB SOC 7 AC 1 \f",
"}{ MERGEFIELD FW PROBSOC3 FWB SOC 7 AC 2
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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
\@ "d"*Ordinal } { MERGEFIELD
FW PRODCDETS 1 FWDCD DT DTH \@ "MMMM
yyyy" }

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Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\footer.doc"}

B Soc 7 DWP Claim Info Request

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

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

{ MERGEFIELD "FW_PROBSOC3_FWB_SOC_7_name" }
{ MERGEFIELD "FW_PROBSOC3_FWB_SOC_7_address" }

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Account Number[s]: { MERGEFIELD FW PROBSOC3 FWB SOC 7 AC 1 \f",
"}{ MERGEFIELD FW PROBSOC3 FWB SOC 7 AC 2
\f", " }{ MERGEFIELD
FW PROBSOC3 FWB SOC 7 AC 3 \f", " }{
MERGEFIELD FW PROBSOC3 FWB SOC 7 AC 4 }
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
\@ "d"*Ordinal } { MERGEFIELD
FW PRODCDETS 1 FWDCD DT DTH \@ "MMMM
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B Soc 8 Balance Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

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

{ MERGEFIELD "FW_PROBSOC3_FWB_SOC_8_name" }
{ MERGEFIELD "FW_PROBSOC3_FWB_SOC_8_address" }

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Account Number[s]: { MERGEFIELD FW PROBSOC3 FWB SOC 8 AC 1 \f",
"}{ MERGEFIELD FW PROBSOC3 FWB SOC 8 AC 2
\f", " }{ MERGEFIELD
FW PROBSOC3 FWB SOC 8 AC 3 \f", " }{
MERGEFIELD FW PROBSOC3 FWB SOC 8 AC 4 }
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
\@ "d"*Ordinal } { MERGEFIELD
FW PRODCDETS 1 FWDCD DT DTH \@ "MMMM
yyyy" }

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[Please confirm that any accounts held jointly with the deceased's spouse are now in the sole name of the surviving spouse.]

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When replying, please also supply us with the necessary claim forms for completion by the Personal Representatives.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

B Soc 8 Blank Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

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

{ MERGEFIELD "FW_PROBSOC3_FWB_SOC_8_name" }
{ MERGEFIELD "FW_PROBSOC3_FWB_SOC_8_address" }

Dear Sirs

Deceased: { MERGEFIELD
FW_PRODCDDETS 1 DECEASED FULLNM }
Account Number[s]: { MERGEFIELD FW_PROBSOC3_FWB_SOC_8_AC_1 \f",
"} { MERGEFIELD FW_PROBSOC3_FWB_SOC_8_AC_2
\f", " } { MERGEFIELD
FW_PROBSOC3_FWB_SOC_8_AC_3 \f", " } {
MERGEFIELD FW_PROBSOC3_FWB_SOC_8_AC_4 }
Address: { MERGEFIELD
FW_PRODCDDETS 1 FWD CD PRV_ADD1 \f", " } {
MERGEFIELD
FW_PRODCDDETS 1 FWD CD PRV_ADD2 \f", " } {
MERGEFIELD
FW_PRODCDDETS 1 FWD CD PRV_ADD3 \f" " } {
MERGEFIELD
FW_PRODCDDETS 1 FWD CD PRV_ADDPC }
Date of Death: { MERGEFIELD FW_PRODCDDETS 1 FWD CD DT DTH
\@ "d" *Ordinal } { MERGEFIELD
FW_PRODCDDETS 1 FWD CD DT DTH \@ "MMMM
yyyy" }

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME *UPPER }

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B Soc 8 Closure Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
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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_PROBSOC3_FWB_SOC_8_name" }
{ MERGEFIELD "FW_PROBSOC3_FWB_SOC_8_address" }

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Account Number[s]: { MERGEFIELD FW PROBSOC3 FWB SOC 8 AC 1 \f",
"}{ MERGEFIELD FW PROBSOC3 FWB SOC 8 AC 2
\f", " }{ MERGEFIELD
FW PROBSOC3 FWB SOC 8 AC 3 \f", " }{
MERGEFIELD FW PROBSOC3 FWB SOC 8 AC 4 }
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
\@ "d"*Ordinal } { MERGEFIELD
FW PRODCDETS 1 FWDCD DT DTH \@ "MMMM
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B Soc 8 DWP Claim Info Request

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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_PROBSOC3_FWB_SOC_8_name" }
{ MERGEFIELD "FW_PROBSOC3_FWB_SOC_8_address" }

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Account Number[s]: { MERGEFIELD FW PROBSOC3 FWB SOC 8 AC 1 \f",
"}{ MERGEFIELD FW PROBSOC3 FWB SOC 8 AC 2
\f", " }{ MERGEFIELD
FW PROBSOC3 FWB SOC 8 AC 3 \f", " }{
MERGEFIELD FW PROBSOC3 FWB SOC 8 AC 4 }
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 }
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B Soc 9 Balance Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
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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_PROBSOC3_FWB_SOC_9_name" }
{ MERGEFIELD "FW_PROBSOC3_FWB_SOC_9_address" }

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Account Number[s]: { MERGEFIELD FW PROBSOC3 FWB SOC 9 AC 1 \f",
"}{ MERGEFIELD FW PROBSOC3 FWB SOC 9 AC 2
\f", " }{ MERGEFIELD
FW PROBSOC3 FWB SOC 9 AC 3 \f", " }{
MERGEFIELD FW PROBSOC3 FWB SOC 9 AC 4 }
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
\@ "d"*Ordinal } { MERGEFIELD
FW PRODCDETS 1 FWDCD DT DTH \@ "MMMM
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Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

B Soc 9 Blank Letter

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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_PROBSOC3_FWB_SOC_9_name" }
{ MERGEFIELD "FW_PROBSOC3_FWB_SOC_9_address" }

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Account Number[s]: { MERGEFIELD FW PROBSOC3 FWB SOC 9 AC 1 \f",
"}{ MERGEFIELD FW PROBSOC3 FWB SOC 9 AC 2
\f", " }{ MERGEFIELD
FW PROBSOC3 FWB SOC 9 AC 3 \f", " }{
MERGEFIELD FW PROBSOC3 FWB SOC 9 AC 4 }
Address: { MERGEFIELD
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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
\@ "d"*Ordinal } { MERGEFIELD
FW PRODCDETS 1 FWDCD DT DTH \@ "MMMM
yyyy" }

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

B Soc 9 Closure Letter

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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_PROBSOC3_FWB_SOC_9_name" }
{ MERGEFIELD "FW_PROBSOC3_FWB_SOC_9_address" }

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Account Number[s]: { MERGEFIELD FW PROBSOC3 FWB SOC 9 AC 1 \f",
"}{ MERGEFIELD FW PROBSOC3 FWB SOC 9 AC 2
\f", " }{ MERGEFIELD
FW PROBSOC3 FWB SOC 9 AC 3 \f", " }{
MERGEFIELD FW PROBSOC3 FWB SOC 9 AC 4 }
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" " }{
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FW PRODCDETS 1 FWDCD PRV ADDPC }
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FW PRODCDETS 1 FWDCD DT DTH \@ "MMMM
yyyy" }

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B Soc 9 DWP Claim Info Request

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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_PROBSOC3_FWB_SOC_9_name" }
{ MERGEFIELD "FW_PROBSOC3_FWB_SOC_9_address" }

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Account Number[s]: { MERGEFIELD FW PROBSOC3 FWB SOC 9 AC 1 \f",
"}{ MERGEFIELD FW PROBSOC3 FWB SOC 9 AC 2
\f", " }{ MERGEFIELD
FW PROBSOC3 FWB SOC 9 AC 3 \f", " }{
MERGEFIELD FW PROBSOC3 FWB SOC 9 AC 4 }
Address: { MERGEFIELD
FW PRODCDETS 1 FWDCD PRV ADD1 \f", " }{
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FW PRODCDETS 1 FWDCD PRV ADDPC }
Date of Death: { MERGEFIELD FW PRODCDETS 1 FWDCD DT DTH
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Bank 1 Balance Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

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

{ MERGEFIELD "FW_PROBANK1_FWBANK_1_name" }
{ MERGEFIELD "FW_PROBANK1_FWBANK_1_address" }

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Account Number[s]: { MERGEFIELD "FW_PROBANK1_FWBANK 1 AC 1"
\\f", "{ MERGEFIELD
"FW_PROBANK1_FWBANK 1 AC 2" \\f", "{
MERGEFIELD "FW_PROBANK1_FWBANK 1 AC 3" \\f",
"{ MERGEFIELD "FW_PROBANK1_FWBANK 1 AC 4" }
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
\\@ "d"*Ordinal } { MERGEFIELD
FW PRODCDETS 1 FWDCD DT DTH \\@ "MMMM
yyyy" }

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{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Bank 1 Blank Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

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

{ MERGEFIELD "FW_PROBANK1_FWBANK_1_name" }
{ MERGEFIELD "FW_PROBANK1_FWBANK_1_address" }

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Account Number[s]: { MERGEFIELD "FW_PROBANK1_FWBANK 1 AC 1"
\\f", "{ MERGEFIELD
"FW_PROBANK1_FWBANK 1 AC 2" \\f", "{
MERGEFIELD "FW_PROBANK1_FWBANK 1 AC 3" \\f",
"{ MERGEFIELD "FW_PROBANK1_FWBANK 1 AC 4" }
Address: { MERGEFIELD
FW PRODCDETS 1 FWDCD PRV ADD1 \\f", "{
MERGEFIELD
FW PRODCDETS 1 FWDCD PRV ADD2 \\f", "{
MERGEFIELD
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FW PRODCDETS 1 FWDCD DT DTH \\@"MMMM
yyyy" }

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Bank 1 Closure Letter

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LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

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

{ MERGEFIELD "FW_PROBANK1_FWBANK_1_name" }
{ MERGEFIELD "FW_PROBANK1_FWBANK_1_address" }

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Account Number[s]: { MERGEFIELD "FW PROBANK1 FWBANK 1 AC 1"
f", "{ MERGEFIELD
"FW PROBANK1 FWBANK 1 AC 2" f", "{
MERGEFIELD "FW PROBANK1 FWBANK 1 AC 3" f",
"{ MERGEFIELD "FW PROBANK1 FWBANK 1 AC 4" }
Address: { MERGEFIELD
FW PRODCDETS 1 FWDCD PRV ADD1 f", "{
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FW PRODCDETS 1 FWDCD PRV ADD2 f", "{
MERGEFIELD
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Bank 1 DWP Claim Info Request

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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_PROBANK1_FWBANK_1_name" }
{ MERGEFIELD "FW_PROBANK1_FWBANK_1_address" }

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Account Number[s]: { MERGEFIELD "FW_PROBANK1_FWBANK 1 AC 1"
f", "{ MERGEFIELD
"FW_PROBANK1_FWBANK 1 AC 2" f", "{
MERGEFIELD "FW_PROBANK1_FWBANK 1 AC 3" f",
"{ MERGEFIELD "FW_PROBANK1_FWBANK 1 AC 4" }
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" "{
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FW PRODCDETS 1 FWDCD DT DTH \\@"MMMM
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Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\footer.doc"}

Bank 2 Balance Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

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

{ MERGEFIELD "FW_PROBANK1_FWBANK_2_name" }
{ MERGEFIELD "FW_PROBANK1_FWBANK_2_address" }

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Account Number[s]: { MERGEFIELD "FW_PROBANK1_FWBANK_2 AC 1"
\\f", "{ MERGEFIELD
"FW_PROBANK1_FWBANK_2 AC 2" \\f", "{
MERGEFIELD "FW_PROBANK1_FWBANK_2 AC 3" \\f",
"{ MERGEFIELD "FW_PROBANK1_FWBANK_2 AC 4" }
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
\\@ "d"*Ordinal } { MERGEFIELD
FW PRODCDETS 1 FWDCD DT DTH \\@ "MMMM
yyyy" }

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Please let us have the balance of the account[s] as at the date of death together with details of any unpaid accrued interest and please indicate whether any such accrued interest is payable net or gross of tax. Please also let us have details of any other accounts held by the deceased and let us know whether the deceased had any items held with you in safe deposit.

Please provide a copy of any direct debit and standing order instructions, and confirm in writing that these have been cancelled as from the date of death

[Please confirm that any accounts held jointly with the deceased's spouse are now in the sole name of the surviving spouse.]

To enable us to settle the deceased's income tax affairs to the date of death please let us have s352 Certificates detailing the interest paid, and tax deducted for period 6th April { MERGEFIELD fssm_Prob_Tax_Year } to the date of death as well as the last two complete tax year for each account.

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When replying, please also supply us with the necessary claim forms for completion by the Personal Representatives.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Bank 2 Blank Letter

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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_PROBANK1_FWBANK_2_name" }
{ MERGEFIELD "FW_PROBANK1_FWBANK_2_address" }

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Account Number[s]: { MERGEFIELD "FW_PROBANK1_FWBANK 2 AC 1"
\\f", "{ MERGEFIELD
"FW_PROBANK1_FWBANK 2 AC 2" \\f", "{
MERGEFIELD "FW_PROBANK1_FWBANK 2 AC 3" \\f",
"{ MERGEFIELD "FW_PROBANK1_FWBANK 2 AC 4" }
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
\\@"d"*Ordinal } { MERGEFIELD
FW PRODCDETS 1 FWDCD DT DTH \\@"MMMM
yyyy" }

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Bank 2 Blank Letter

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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_PROBANK1_FWBANK_2_name" }
{ MERGEFIELD "FW_PROBANK1_FWBANK_2_address" }

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Account Number[s]: { MERGEFIELD "FW PROBANK1 FWBANK 2 AC 1"
f", "{ MERGEFIELD
"FW PROBANK1 FWBANK 2 AC 2" f", "{
MERGEFIELD "FW PROBANK1 FWBANK 2 AC 3" f",
"{ MERGEFIELD "FW PROBANK1 FWBANK 2 AC 4" }
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
\\@"d"*Ordinal } { MERGEFIELD
FW PRODCDETS 1 FWDCD DT DTH \\@"MMMM
yyyy" }

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Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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Bank 2 DWP Claim Info Request

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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_PROBANK1_FWBANK_2_name" }
{ MERGEFIELD "FW_PROBANK1_FWBANK_2_address" }

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Account Number[s]: { MERGEFIELD "FW_PROBANK1_FWBANK 2 AC 1"
f", "{ MERGEFIELD
"FW_PROBANK1_FWBANK 2 AC 2" f", "{
MERGEFIELD "FW_PROBANK1_FWBANK 2 AC 3" f",
"{ MERGEFIELD "FW_PROBANK1_FWBANK 2 AC 4" }
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FW PRODCDETS 1 FWDCD PRV ADD1 f", "{
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FW PRODCDETS 1 FWDCD PRV ADD2 f", "{
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Date of Death: { MERGEFIELD FW PRODCDETS 1 FWDCD DT DTH
\\@"d"*Ordinal } { MERGEFIELD
FW PRODCDETS 1 FWDCD DT DTH \\@"MMMM
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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_PROBANK1_FWBANK_3_name" }
{ MERGEFIELD "FW_PROBANK1_FWBANK_3_address" }

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Account Number[s]: { MERGEFIELD "FW_PROBANK1_FWBANK 3 AC 1"
\\f", "{ MERGEFIELD
"FW_PROBANK1_FWBANK 3 AC 2" \\f", "{
MERGEFIELD "FW_PROBANK1_FWBANK 3 AC 3" \\f",
"{ MERGEFIELD "FW_PROBANK1_FWBANK 3 AC 4" }
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 }
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\\@ "d"*Ordinal } { MERGEFIELD
FW PRODCDETS 1 FWDCD DT DTH \\@ "MMMM
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Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Bank 3 Blank Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
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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_PROBANK1_FWBANK_3_name" }
{ MERGEFIELD "FW_PROBANK1_FWBANK_3_address" }

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Account Number[s]: { MERGEFIELD "FW_PROBANK1_FWBANK 3 AC 1"
\\f", "{ MERGEFIELD
"FW_PROBANK1_FWBANK 3 AC 2" \\f", "{
MERGEFIELD "FW_PROBANK1_FWBANK 3 AC 3" \\f",
"{ MERGEFIELD "FW_PROBANK1_FWBANK 3 AC 4" }
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
\\@"d"*Ordinal } { MERGEFIELD
FW PRODCDETS 1 FWDCD DT DTH \\@"MMMM
yyyy" }

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Bank 3 Closure Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

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

{ MERGEFIELD "FW_PROBANK1_FWBANK_3_name" }
{ MERGEFIELD "FW_PROBANK1_FWBANK_3_address" }

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Account Number[s]: { MERGEFIELD "FW_PROBANK1_FWBANK 3 AC 1"
f", "{ MERGEFIELD
"FW_PROBANK1_FWBANK 3 AC 2" f", "{
MERGEFIELD "FW_PROBANK1_FWBANK 3 AC 3" f",
"{ MERGEFIELD "FW_PROBANK1_FWBANK 3 AC 4" }
Address: { MERGEFIELD
FW PRODCDETS 1 FWDCD PRV ADD1 f", "{
MERGEFIELD
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FW PRODCDETS 1 FWDCD PRV ADD3 f" "{
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FW PRODCDETS 1 FWDCD PRV ADDPC }
Date of Death: { MERGEFIELD FW PRODCDETS 1 FWDCD DT DTH
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FW PRODCDETS 1 FWDCD DT DTH \\@"MMMM
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Bank 3 DWP Claim Info Request

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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_PROBANK1_FWBANK_3_name" }
{ MERGEFIELD "FW_PROBANK1_FWBANK_3_address" }

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Account Number[s]: { MERGEFIELD "FW_PROBANK1_FWBANK 3 AC 1"
f", "{ MERGEFIELD
"FW_PROBANK1_FWBANK 3 AC 2" f", "{
MERGEFIELD "FW_PROBANK1_FWBANK 3 AC 3" f",
"{ MERGEFIELD "FW_PROBANK1_FWBANK 3 AC 4" }
Address: { MERGEFIELD
FW PRODCDETS 1 FWDCD PRV ADD1 f", "{
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MERGEFIELD
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MERGEFIELD
FW PRODCDETS 1 FWDCD PRV ADDPC }
Date of Death: { MERGEFIELD FW PRODCDETS 1 FWDCD DT DTH
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Bank 4 Balance Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
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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_PROBANK2_FWBANK_4_name" }
{ MERGEFIELD "FW_PROBANK2_FWBANK_4_address" }

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Account Number[s]: { MERGEFIELD "FW_PROBANK2_FWBANK 4 AC 1"
\\f", "{ MERGEFIELD
"FW_PROBANK2_FWBANK 4 AC 2" \\f", "{
MERGEFIELD "FW_PROBANK2_FWBANK 4 AC 3" \\f",
"{ MERGEFIELD "FW_PROBANK2_FWBANK 4 AC 4" }
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
\\@ "d"*Ordinal } { MERGEFIELD
FW PRODCDETS 1 FWDCD DT DTH \\@ "MMMM
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Bank 4 Blank Letter

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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_PROBANK2_FWBANK_4_name" }
{ MERGEFIELD "FW_PROBANK2_FWBANK_4_address" }

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Account Number[s]: { MERGEFIELD "FW_PROBANK2_FWBANK 4 AC 1"
\\f", "{ MERGEFIELD
"FW_PROBANK2_FWBANK 4 AC 2" \\f", "{
MERGEFIELD "FW_PROBANK2_FWBANK 4 AC 3" \\f",
"{ MERGEFIELD "FW_PROBANK2_FWBANK 4 AC 4" }
Address: { MERGEFIELD
FW PRODCDETS 1 FWDCD PRV ADD1 \\f", "{
MERGEFIELD
FW PRODCDETS 1 FWDCD PRV ADD2 \\f", "{
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Date of Death: { MERGEFIELD FW PRODCDETS 1 FWDCD DT DTH
\\@ "d"*Ordinal } { MERGEFIELD
FW PRODCDETS 1 FWDCD DT DTH \\@ "MMMM
yyyy" }

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Bank 4 Closure Letter

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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_PROBANK2_FWBANK_4_name" }
{ MERGEFIELD "FW_PROBANK2_FWBANK_4_address" }

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Account Number[s]: { MERGEFIELD "FW_PROBANK2_FWBANK 4 AC 1"
f", "{ MERGEFIELD
"FW_PROBANK2_FWBANK 4 AC 2" f", "{
MERGEFIELD "FW_PROBANK2_FWBANK 4 AC 3" f",
"{ MERGEFIELD "FW_PROBANK2_FWBANK 4 AC 4" }
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Bank 4 DWP Claim Info Request

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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_PROBANK2_FWBANK_4_name" }
{ MERGEFIELD "FW_PROBANK2_FWBANK_4_address" }

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Account Number[s]: { MERGEFIELD "FW_PROBANK2_FWBANK 4 AC 1"
f", "{ MERGEFIELD
"FW_PROBANK2_FWBANK 4 AC 2" f", "{
MERGEFIELD "FW_PROBANK2_FWBANK 4 AC 3" f",
"{ MERGEFIELD "FW_PROBANK2_FWBANK 4 AC 4" }
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Bank 5 Balance Letter

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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_PROBANK2_FWBANK_5_name" }
{ MERGEFIELD "FW_PROBANK2_FWBANK_5_address" }

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Account Number[s]: { MERGEFIELD "FW_PROBANK2_FWBANK 5 AC 1"
\\f", "{ MERGEFIELD
"FW_PROBANK2_FWBANK 5 AC 2" \\f", "{
MERGEFIELD "FW_PROBANK2_FWBANK 5 AC 3" \\f",
"{ MERGEFIELD "FW_PROBANK2_FWBANK 5 AC 4" }
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
\\@ "d"*Ordinal } { MERGEFIELD
FW PRODCDETS 1 FWDCD DT DTH \\@ "MMMM
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{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\footer.doc"}

When replying, please also supply us with the necessary claim forms for completion by the Personal Representatives.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Bank 5 Blank Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

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

{ MERGEFIELD "FW_PROBANK2_FWBANK_5_name" }
{ MERGEFIELD "FW_PROBANK2_FWBANK_5_address" }

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Account Number[s]: { MERGEFIELD "FW_PROBANK2_FWBANK 5 AC 1"
\\f", "{ MERGEFIELD
"FW_PROBANK2_FWBANK 5 AC 2" \\f", "{
MERGEFIELD "FW_PROBANK2_FWBANK 5 AC 3" \\f",
"{ MERGEFIELD "FW_PROBANK2_FWBANK 5 AC 4" }
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
\\@ "d"*Ordinal } { MERGEFIELD
FW PRODCDETS 1 FWDCD DT DTH \\@ "MMMM
yyyy" }

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Bank 5 Closure Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

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

{ MERGEFIELD "FW_PROBANK2_FWBANK_5_name" }
{ MERGEFIELD "FW_PROBANK2_FWBANK_5_address" }

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Account Number[s]: { MERGEFIELD "FW_PROBANK2_FWBANK 5 AC 1"
f", "{ MERGEFIELD
"FW_PROBANK2_FWBANK 5 AC 2" f", "{
MERGEFIELD "FW_PROBANK2_FWBANK 5 AC 3" f",
"{ MERGEFIELD "FW_PROBANK2_FWBANK 5 AC 4" }
Address: { MERGEFIELD
FW PRODCDETS 1 FWDCD PRV ADD1 f", "{
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FW PRODCDETS 1 FWDCD PRV ADD2 f", "{
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FW PRODCDETS 1 FWDCD PRV ADD3 f" "{
MERGEFIELD
FW PRODCDETS 1 FWDCD PRV ADDPC }
Date of Death: { MERGEFIELD FW PRODCDETS 1 FWDCD DT DTH
\\@"d"*Ordinal } { MERGEFIELD
FW PRODCDETS 1 FWDCD DT DTH \\@"MMMM
yyyy" }

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Please let us have a cheque for the balances together with **tax deduction certificates and statements showing all entries on the account from the date of death to the date of closure.**

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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Bank 5 DWP Claim Info Request

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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_PROBANK2_FWBANK_5_name" }
{ MERGEFIELD "FW_PROBANK2_FWBANK_5_address" }

Dear Sirs

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Account Number[s]: { MERGEFIELD "FW_PROBANK2_FWBANK 5 AC 1"
f", "{ MERGEFIELD
"FW_PROBANK2_FWBANK 5 AC 2" f", "{
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Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Bank 6 Balance Letter

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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_PROBANK2_FWBANK_6_name" }
{ MERGEFIELD "FW_PROBANK2_FWBANK_6_address" }

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Account Number[s]: { MERGEFIELD "FW_PROBANK2_FWBANK 6 AC 1"
\\f", "{ MERGEFIELD
"FW_PROBANK2_FWBANK 6 AC 2" \\f", "{
MERGEFIELD "FW_PROBANK2_FWBANK 6 AC 3" \\f",
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Address: { MERGEFIELD
FW PRODCDETS 1 FWDCD PRV ADD1 \\f", "{
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Bank 6 Blank Letter

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

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Dear Sirs

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Account Number[s]: { MERGEFIELD "FW_PROBANK2_FWBANK 6 AC 1"
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FW PRODCDETS 1 FWDCD DT DTH \\@ "MMMM
yyyy" }

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Bank 6 Closure Letter

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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_PROBANK2_FWBANK_6_name" }
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Dear Sirs

Deceased: { MERGEFIELD
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Account Number[s]: { MERGEFIELD "FW_PROBANK2_FWBANK 6 AC 1"
f", "{ MERGEFIELD
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Bank 6 DWP Claim Info Request

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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_PROBANK2_FWBANK_6_name" }
{ MERGEFIELD "FW_PROBANK2_FWBANK_6_address" }

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Account Number[s]: { MERGEFIELD "FW_PROBANK2_FWBANK 6 AC 1"
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Bank 7 Balance Letter

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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_PROBANK3_FWBANK_7_name" }
{ MERGEFIELD "FW_PROBANK3_FWBANK_7_address" }

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Account Number[s]: { MERGEFIELD "FW_PROBANK3_FWBANK 7 AC 1"
\\f", "{ MERGEFIELD
"FW_PROBANK3_FWBANK 7 AC 2" \\f", "{
MERGEFIELD "FW_PROBANK3_FWBANK 7 AC 3" \\f",
"{ MERGEFIELD "FW_PROBANK3_FWBANK 7 AC 4" }
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FW PRODCDETS 1 FWDCD PRV ADD1 \\f", "{
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FW PRODCDETS 1 FWDCD PRV ADDPC }
Date of Death: { MERGEFIELD FW PRODCDETS 1 FWDCD DT DTH
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FW PRODCDETS 1 FWDCD DT DTH \\@ "MMMM
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Bank 7 Blank Letter

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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_PROBANK3_FWBANK_7_name" }
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Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Account Number[s]: { MERGEFIELD "FW_PROBANK3_FWBANK 7 AC 1"
\\f", "{ MERGEFIELD
"FW_PROBANK3_FWBANK 7 AC 2" \\f", "{
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Yours faithfully

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Bank 7 Closure Letter

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LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

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

{ MERGEFIELD "FW_PROBANK3_FWBANK_7_name" }
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Account Number[s]: { MERGEFIELD "FW_PROBANK3_FWBANK 7 AC 1"
f", "{ MERGEFIELD
"FW_PROBANK3_FWBANK 7 AC 2" f", "{
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Bank 7 DWP Claim Info Request

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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_PROBANK3_FWBANK_7_name" }
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Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Account Number[s]: { MERGEFIELD "FW_PROBANK3_FWBANK 7 AC 1"
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Bank 8 Balance Letter

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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_PROBANK3_FWBANK_8_name" }
{ MERGEFIELD "FW_PROBANK3_FWBANK_8_address" }

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Account Number[s]: { MERGEFIELD "FW_PROBANK3_FWBANK 8 AC 1"
\\f", "{ MERGEFIELD
"FW_PROBANK3_FWBANK 8 AC 2" \\f", "{
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Bank 8 Blank Letter

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Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
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{ QUOTE { DATE \@ "d"*Ordinal } } { QUOTE { DATE \@ "MMMM yyyy" } }

{ MERGEFIELD "FW_PROBANK3_FWBANK_8_name" }
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Dear Sirs

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Bank 8 Closure Letter

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{ MERGEFIELD "FW_PROBANK3_FWBANK_8_name" }
{ MERGEFIELD "FW_PROBANK3_FWBANK_8_address" }

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Account Number[s]: { MERGEFIELD "FW_PROBANK3_FWBANK_8 AC 1"
\\f", "{ MERGEFIELD
"FW_PROBANK3_FWBANK_8 AC 2" \\f", "{
MERGEFIELD "FW_PROBANK3_FWBANK_8 AC 3" \\f",
"{ MERGEFIELD "FW_PROBANK3_FWBANK_8 AC 4" }
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
\\@ "d"*Ordinal } { MERGEFIELD
FW PRODCDETS 1 FWDCD DT DTH \\@ "MMMM
yyyy" }

We write further in this matter and now enclose an office copy Grant of Probate for noting and returning, together with a form of authority signed by the personal representatives.

Please let us have a cheque for the balances together with **tax deduction certificates and statements showing all entries on the account from the date of death to the date of closure.**

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Bank 8 DWP Claim Info Request

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

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

{ MERGEFIELD "FW_PROBANK3_FWBANK_8_name" }
{ MERGEFIELD "FW_PROBANK3_FWBANK_8_address" }

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Account Number[s]: { MERGEFIELD "FW_PROBANK3_FWBANK 8 AC 1"
f", "{ MERGEFIELD
"FW_PROBANK3_FWBANK 8 AC 2" f", "{
MERGEFIELD "FW_PROBANK3_FWBANK 8 AC 3" f",
"{ MERGEFIELD "FW_PROBANK3_FWBANK 8 AC 4" }
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
\\@"d"*Ordinal } { MERGEFIELD
FW PRODCDETS 1 FWDCD DT DTH \\@"MMMM
YYYY" }

We write further in the above matter to advise that the Department for Work and Pensions has made a potential claim against the estate. We are required to supply them with statements, passbooks, balances or valuations for the deceased's accounts as at *. We should therefore be grateful if you could let us have the relevant documentation as soon as possible.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Bank 9 Balance Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

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

{ MERGEFIELD "FW_PROBANK3_FWBANK_9_name" }
{ MERGEFIELD "FW_PROBANK3_FWBANK_9_address" }

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Account Number[s]: { MERGEFIELD "FW_PROBANK3_FWBANK_9 AC 1"
\\f", "{ MERGEFIELD
"FW_PROBANK3_FWBANK_9 AC 2" \\f", "{
MERGEFIELD "FW_PROBANK3_FWBANK_9 AC 3" \\f",
"{ MERGEFIELD "FW_PROBANK3_FWBANK_9 AC 4" }
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
\\@ "d"*Ordinal } { MERGEFIELD
FW PRODCDETS 1 FWDCD DT DTH \\@ "MMMM
yyyy" }

We have been instructed by the Personal Representatives in the administration of the estate of the above named deceased. Please find enclosed a death the details of which should be noted and the certificate returned. [We also enclose the passbook[s] for updating.] Please forward all future correspondence to us.

Please let us have the balance of the account[s] as at the date of death together with details of any unpaid accrued interest and please indicate whether any such accrued interest is payable net or gross of tax. Please also let us have details of any other accounts held by the deceased and let us know whether the deceased had any items held with you in safe deposit.

Please provide a copy of any direct debit and standing order instructions, and confirm in writing that these have been cancelled as from the date of death

[Please confirm that any accounts held jointly with the deceased's spouse are now in the sole name of the surviving spouse.]

To enable us to settle the deceased's income tax affairs to the date of death please let us have s352 Certificates detailing the interest paid, and tax deducted for period 6th April { MERGEFIELD fssm_Prob_Tax_Year } to the date of death as well as the last two complete tax year for each account.

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LTD\\Documents\\OspreyOfficeGateway\\footer.doc"}

When replying, please also supply us with the necessary claim forms for completion by the Personal Representatives.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Bank 9 Blank Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

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

{ MERGEFIELD "FW_PROBANK3_FWBANK_9_name" }
{ MERGEFIELD "FW_PROBANK3_FWBANK_9_address" }

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Account Number[s]: { MERGEFIELD "FW_PROBANK3_FWBANK 9 AC 1"
\\f", "{ MERGEFIELD
"FW_PROBANK3_FWBANK 9 AC 2" \\f", "{
MERGEFIELD "FW_PROBANK3_FWBANK 9 AC 3" \\f",
"{ MERGEFIELD "FW_PROBANK3_FWBANK 9 AC 4" }
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
\\@"d"*Ordinal } { MERGEFIELD
FW PRODCDETS 1 FWDCD DT DTH \\@"MMMM
yyyy" }

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Bank 9 Closure Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

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

{ MERGEFIELD "FW_PROBANK3_FWBANK_9_name" }
{ MERGEFIELD "FW_PROBANK3_FWBANK_9_address" }

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Account Number[s]: { MERGEFIELD "FW_PROBANK3_FWBANK 9 AC 1"
f", "{ MERGEFIELD
"FW_PROBANK3_FWBANK 9 AC 2" f", "{
MERGEFIELD "FW_PROBANK3_FWBANK 9 AC 3" f",
"{ MERGEFIELD "FW_PROBANK3_FWBANK 9 AC 4" }
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
\\@"d"*Ordinal } { MERGEFIELD
FW PRODCDETS 1 FWDCD DT DTH \\@"MMMM
yyyy" }

We write further in this matter and now enclose an office copy Grant of Probate for noting and returning, together with a form of authority signed by the personal representatives.

Please let us have a cheque for the balances together with **tax deduction certificates and statements showing all entries on the account from the date of death to the date of closure.**

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\footer.doc"}

Bank 9 DWP Claim Info Request

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

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

{ MERGEFIELD "FW_PROBANK3_FWBANK_9_name" }
{ MERGEFIELD "FW_PROBANK3_FWBANK_9_address" }

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Account Number[s]: { MERGEFIELD "FW_PROBANK3_FWBANK 9 AC 1"
f", "{ MERGEFIELD
"FW_PROBANK3_FWBANK 9 AC 2" f", "{
MERGEFIELD "FW_PROBANK3_FWBANK 9 AC 3" f",
"{ MERGEFIELD "FW_PROBANK3_FWBANK 9 AC 4" }
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
\\@"d"*Ordinal } { MERGEFIELD
FW PRODCDETS 1 FWDCD DT DTH \\@"MMMM
yyyy" }

We write further in the above matter to advise that the Department for Work and Pensions has made a potential claim against the estate. We are required to supply them with statements, passbooks, balances or valuations for the deceased's accounts as at *. We should therefore be grateful if you could let us have the relevant documentation as soon as possible.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Bank Funeral Blank Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

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

{ MERGEFIELD "FW_PRO_CRED_FNL_FWBNK_PAY_FNRL_name" }
{ MERGEFIELD "FW_PRO_CRED_FNL_FWBNK_PAY_FNRL_address" }

Dear Sirs

<u>Deceased:</u>	<u>{ MERGEFIELD FW PRODCDETS 1 DECEASED FULLNM }</u>
<u>Account Number:</u>	<u>{ MERGEFIELD FW PRO CRED FNL FWBNK AC FNRL }</u>
<u>Amount of funeral invoice:</u>	<u>£{ MERGEFIELD FW PRO CRED FNL FWFNRL COST }</u>

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Bank Funeral Request Payment

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

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

{ MERGEFIELD "FW_PRO_CRED_FNL_FWBNK_PAY_FNRL_name" }
{ MERGEFIELD "FW_PRO_CRED_FNL_FWBNK_PAY_FNRL_address" }

Dear Sirs

<u>Deceased:</u>	<u>{ MERGEFIELD FW PRODCDETS 1 DECEASED FULLNM }</u>
<u>Account Number:</u>	<u>{ MERGEFIELD FW PRO CRED FNL FWBNK AC FNRL }</u>
<u>Amount of funeral invoice:</u>	<u>£{ MERGEFIELD FW PRO CRED FNL FWFNRL COST }</u>

We enclose a copy of the funeral invoice for the above named deceased for settlement from the above account. Please let us have a cheque made payable to the funeral director as soon as possible.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Beneficiary 1 Blank Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

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_1_TITLE" } { MERGEFIELD
"FW_PROBEN1_FWBEN_1_FORE" } { MERGEFIELD "FW_PROBEN1_FWBEN_1_SURN"
}
{ MERGEFIELD "FW_PROBEN1_FWBEN_1_ADDR" }

Dear { MERGEFIELD "FW_PROBEN1_FWBEN_1_TITLE" } { MERGEFIELD
"FW_PROBEN1_FWBEN_1_SURN" }

Estate of: { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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LTD\\Documents\\OspreyOfficeGateway\\footer.doc"}

Beneficiary 1 Interim Payment

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

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_1_TITLE" } { MERGEFIELD "FW_PROBEN1_FWBEN_1_FORE" } { MERGEFIELD "FW_PROBEN1_FWBEN_1_SURN" }
{ MERGEFIELD "FW_PROBEN1_FWBEN_1_ADDR" }

Dear { MERGEFIELD "FW_PROBEN1_FWBEN_1_TITLE" } { MERGEFIELD "FW_PROBEN1_FWBEN_1_SURN" }

Estate of: { MERGEFIELD FW PRODCDETS 1 DECEASED FULLNM }

I am pleased to enclose a cheque for an interim payment in respect of the share of the residuary estate to which you are entitled. I should be grateful if you could sign and return the enclosed receipt in the prepaid envelope provided.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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Beneficiary 1 Notification Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

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_1_TITLE" } { MERGEFIELD "FW_PROBEN1_FWBEN_1_FORE" } { MERGEFIELD "FW_PROBEN1_FWBEN_1_SURN" }
{ MERGEFIELD "FW_PROBEN1_FWBEN_1_ADDR" }

Dear { MERGEFIELD "FW_PROBEN1_FWBEN_1_TITLE" } { MERGEFIELD "FW_PROBEN1_FWBEN_1_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_1_BEQTYPE } = "Legacy" "a legacy of £{ MERGEFIELD FW_PROBEN1_FWBEN1LEGVALUE }" "a share of their residuary estate" } to { MERGEFIELD FW_PROBEN1_FWBEN_1_FORE } { MERGEFIELD FW_PROBEN1_FWBEN_1_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_1_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;
- a current full UK driving licence;
- a state pension or benefits book;

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- 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_PRODCDDETS_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 of £* ; 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_PRODCDDETS_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 }

Beneficiary 1 Pay Pecuniary

Legacy

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

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_1_TITLE" } { MERGEFIELD
"FW_PROBEN1_FWBEN_1_FORE" } { MERGEFIELD "FW_PROBEN1_FWBEN_1_SURN"
}
{ MERGEFIELD "FW_PROBEN1_FWBEN_1_ADDR" }

Dear { MERGEFIELD "FW_PROBEN1_FWBEN_1_TITLE" } { MERGEFIELD
"FW_PROBEN1_FWBEN_1_SURN" }

Estate of: { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

I am pleased to advise that I have now completed the administration of the above estate.

Please find enclosed a cheque in the sum of £{ MERGEFIELD
FW_PROBEN1_FWBEN1LEGVALUE }, in full and final settlement of your entitlement to the
proceeds of the estate. I also enclose for your records a copy of the Will and a copy of the
final Estate Accounts.

I would be grateful if you could please sign and return the enclosed receipt as soon as
possible.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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LTD\\Documents\\OspreyOfficeGateway\\footer.doc"}

Beneficiary 1 Pay Residuary

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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_1_TITLE" } { MERGEFIELD "FW_PROBEN1_FWBEN_1_FORE" } { MERGEFIELD "FW_PROBEN1_FWBEN_1_SURN" }
{ MERGEFIELD "FW_PROBEN1_FWBEN_1_ADDR" }

Dear { MERGEFIELD "FW_PROBEN1_FWBEN_1_TITLE" } { MERGEFIELD "FW_PROBEN1_FWBEN_1_SURN" }

Estate of: { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

I am pleased to advise that I am now finalising the estate and I enclose a cheque for the amount due to you.

Please sign the enclosed receipt and return it to me in the prepaid envelope provided. I also enclose the final estate accounts for your information.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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Beneficiary 2 Blank Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

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 }

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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LTD\\Documents\\OspreyOfficeGateway\\footer.doc"}

Beneficiary 2 Interim Payment

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

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 am pleased to enclose a cheque for an interim payment in respect of the share of the residuary estate to which you are entitled. I should be grateful if you could sign and return the enclosed receipt in the prepaid envelope provided.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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Beneficiary 2 Notification Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

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.

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1. your funds can be sent to you in the form of a cheque at the above address;
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Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Beneficiary 2 Pay Pecuniary

Legacy

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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
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Dear { MERGEFIELD "FW_PROBEN1_FWBEN_2_TITLE" } { MERGEFIELD
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Estate of: { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

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Please find enclosed a cheque in the sum of £{ MERGEFIELD
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Beneficiary 2 Pay Residuary

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Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
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{ QUOTE { DATE \@ "d"*Ordinal } } { QUOTE { DATE \@ "MMMM yyyy" } }

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Dear { MERGEFIELD "FW_PROBEN1_FWBEN_2_TITLE" } { MERGEFIELD
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Estate of: { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

I am pleased to advise that I am now finalising the estate and I enclose a cheque for the amount due to you.

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Yours sincerely

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Beneficiary 3 Blank Letter

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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_PROBEN2_FWBEN_3_TITLE" } { MERGEFIELD
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Dear { MERGEFIELD "FW_PROBEN2_FWBEN_3_TITLE" } { MERGEFIELD
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Estate of: { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

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Beneficiary 3 Interim Payment

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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_PROBEN2_FWBEN_3_TITLE" } { MERGEFIELD "FW_PROBEN2_FWBEN_3_FORE" } { MERGEFIELD "FW_PROBEN2_FWBEN_3_SURN" }
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Dear { MERGEFIELD "FW_PROBEN2_FWBEN_3_TITLE" } { MERGEFIELD "FW_PROBEN2_FWBEN_3_SURN" }

Estate of: { MERGEFIELD FW PRODCDETS 1 DECEASED FULLNM }

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{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Beneficiary 3 Pay Pecuniary

Legacy

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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_PROBEN2_FWBEN_3_TITLE" } { MERGEFIELD
"FW_PROBEN2_FWBEN_3_FORE" } { MERGEFIELD "FW_PROBEN2_FWBEN_3_SURN"
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Dear { MERGEFIELD "FW_PROBEN2_FWBEN_3_TITLE" } { MERGEFIELD
"FW_PROBEN2_FWBEN_3_SURN" }

Estate of: { MERGEFIELD FW PRODCDETS 1 DECEASED FULLNM }

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Beneficiary 3 Pay Residuary

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Beneficiary 4 Blank Letter

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Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
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{ QUOTE { DATE \@ "d"*Ordinal } } { QUOTE { DATE \@ "MMMM yyyy" } }

{ MERGEFIELD "FW_PROBEN2_FWBEN_4_TITLE" } { MERGEFIELD
"FW_PROBEN2_FWBEN_4_FORE" } { MERGEFIELD "FW_PROBEN2_FWBEN_4_SURN"
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Dear { MERGEFIELD "FW_PROBEN2_FWBEN_4_TITLE" } { MERGEFIELD
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Estate of: { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

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Beneficiary 4 Notification Letter

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Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

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Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
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Beneficiary 4 Notification Letter

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Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
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{ QUOTE { DATE \@ "d"*Ordinal } } { QUOTE { DATE \@ "MMMM yyyy" } }

{ MERGEFIELD "FW_PROBEN2_FWBEN_4_TITLE" } { MERGEFIELD
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Dear { MERGEFIELD "FW_PROBEN2_FWBEN_4_TITLE" } { MERGEFIELD
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Estate of: { MERGEFIELD FW PRODCDETS 1 DECEASED FULLNM }

I am pleased to advise that I have now completed the administration of the above estate.

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Please sign the enclosed receipt and return it to me in the prepaid envelope provided. I also enclose the final estate accounts for your information.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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Beneficiary 5 Blank Letter

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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_PROBEN3_FWBEN_5_TITLE" } { MERGEFIELD
"FW_PROBEN3_FWBEN_5_FORE" } { MERGEFIELD "FW_PROBEN3_FWBEN_5_SURN"
}
{ MERGEFIELD "FW_PROBEN3_FWBEN_5_ADDR" }

Dear { MERGEFIELD "FW_PROBEN3_FWBEN_5_TITLE" } { MERGEFIELD
"FW_PROBEN3_FWBEN_5_SURN" }

Estate of: { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
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Beneficiary 5 Interim Payment

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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_PROBEN3_FWBEN_5_TITLE" } { MERGEFIELD "FW_PROBEN3_FWBEN_5_FORE" } { MERGEFIELD "FW_PROBEN3_FWBEN_5_SURN" }
{ MERGEFIELD "FW_PROBEN3_FWBEN_5_ADDR" }

Dear { MERGEFIELD "FW_PROBEN3_FWBEN_5_TITLE" } { MERGEFIELD "FW_PROBEN3_FWBEN_5_SURN" }

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Beneficiary 5 Notification Letter

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Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
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{ QUOTE { DATE \@ "d"*Ordinal } } { QUOTE { DATE \@ "MMMM yyyy" } }

{ MERGEFIELD "FW_PROBEN3_FWBEN_5_TITLE" } { MERGEFIELD
"FW_PROBEN3_FWBEN_5_FORE" } { MERGEFIELD "FW_PROBEN3_FWBEN_5_SURN"
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Dear { MERGEFIELD "FW_PROBEN3_FWBEN_5_TITLE" } { MERGEFIELD
"FW_PROBEN3_FWBEN_5_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_PROBEN3_FWBEN_5_BEQTYPE } = "Legacy" "a legacy of £{ MERGEFIELD FW_PROBEN3_FWBEN5LEGVALUE }" "a share of their residuary estate" } to { MERGEFIELD FW_PROBEN3_FWBEN_5_FORE } { MERGEFIELD FW_PROBEN3_FWBEN_5_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_PROBEN3_FWBEN_5_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)).

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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 of £* ; or
3. your funds can be telegraphically transmitted to your bank account via the BACS system, which takes 5 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.

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Beneficiary 5 Pay Pecuniary

Legacy

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Beneficiary 6 Blank Letter

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{ MERGEFIELD "FW_PROBEN3_FWBEN_6_TITLE" } { MERGEFIELD
"FW_PROBEN3_FWBEN_6_FORE" } { MERGEFIELD "FW_PROBEN3_FWBEN_6_SURN"
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Dear { MERGEFIELD "FW_PROBEN3_FWBEN_6_TITLE" } { MERGEFIELD
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Beneficiary 6 Interim Payment

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Beneficiary 6 Notification Letter

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3. your funds can be telegraphically transmitted to your bank account via the BACS system, which takes 6 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.

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Beneficiary 6 Pay Pecuniary

Legacy

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{ MERGEFIELD "FW_PROBEN3_FWBEN_6_TITLE" } { MERGEFIELD
"FW_PROBEN3_FWBEN_6_FORE" } { MERGEFIELD "FW_PROBEN3_FWBEN_6_SURN"
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Dear { MERGEFIELD "FW_PROBEN3_FWBEN_6_TITLE" } { MERGEFIELD
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Estate of: { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

I am pleased to advise that I have now completed the administration of the above estate.

Please find enclosed a cheque in the sum of £{ MERGEFIELD
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Beneficiary 6 Pay Residuary

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Beneficiary 7 Blank Letter

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

{ MERGEFIELD "FW_PROBEN4_FWBEN_7_TITLE" } { MERGEFIELD
"FW_PROBEN4_FWBEN_7_FORE" } { MERGEFIELD "FW_PROBEN4_FWBEN_7_SURN"
}
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Dear { MERGEFIELD "FW_PROBEN4_FWBEN_7_TITLE" } { MERGEFIELD
"FW_PROBEN4_FWBEN_7_SURN" }

Estate of: { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

Yours sincerely

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Beneficiary 7 Interim Payment

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Dear { MERGEFIELD "FW_PROBEN4_FWBEN_7_TITLE" } { MERGEFIELD
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Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Beneficiary 7 Pay Pecuniary

Legacy

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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_PROBEN4_FWBEN_7_TITLE" } { MERGEFIELD
"FW_PROBEN4_FWBEN_7_FORE" } { MERGEFIELD "FW_PROBEN4_FWBEN_7_SURN"
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Dear { MERGEFIELD "FW_PROBEN4_FWBEN_7_TITLE" } { MERGEFIELD
"FW_PROBEN4_FWBEN_7_SURN" }

Estate of: { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

I am pleased to advise that I have now completed the administration of the above estate.

Please find enclosed a cheque in the sum of £{ MERGEFIELD
FW_PROBEN4_FWBEN7LEGVALUE }, in full and final settlement of your entitlement to the
proceeds of the estate. I also enclose for your records a copy of the Will and a copy of the
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Beneficiary 7 Pay Residuary

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Dear { MERGEFIELD "FW_PROBEN4_FWBEN_7_TITLE" } { MERGEFIELD
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Estate of: { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

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Yours sincerely

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Beneficiary 8 Blank Letter

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MERGEFIELD matter_no }

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Dear { MERGEFIELD "FW_PROBEN4_FWBEN_8_TITLE" } { MERGEFIELD
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Estate of: { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

Yours sincerely

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Beneficiary 8 Interim Payment

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Dear { MERGEFIELD "FW_PROBEN4_FWBEN_8_TITLE" } { MERGEFIELD "FW_PROBEN4_FWBEN_8_SURN" }

Estate of: { MERGEFIELD FW PRODCDETS 1 DECEASED FULLNM }

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Beneficiary 8 Notification Letter

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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_PROBEN4_FWBEN_8_BEQTYPE } = "Legacy" "a legacy of £{ MERGEFIELD FW_PROBEN4_FWBEN8LEGVALUE }" "a share of their residuary estate" } to { MERGEFIELD FW_PROBEN4_FWBEN_8_FORE } { MERGEFIELD FW_PROBEN4_FWBEN_8_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_PROBEN4_FWBEN_8_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." }

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Yours sincerely

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Beneficiary 8 Pay Pecuniary

Legacy

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Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
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Dear { MERGEFIELD "FW_PROBEN4_FWBEN_7_TITLE" } { MERGEFIELD
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Beneficiary 8 Pay Residuary

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Beneficiary 9 Blank Letter

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{ MERGEFIELD "FW_PROBEN5_FWBEN_9_TITLE" } { MERGEFIELD
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Dear { MERGEFIELD "FW_PROBEN5_FWBEN_9_TITLE" } { MERGEFIELD
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Beneficiary 9 Interim Payment

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Beneficiary 9 Notification Letter

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Yours sincerely

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Beneficiary 9 Pay Pecuniary

Legacy

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Dear { MERGEFIELD "FW_PROBEN5_FWBEN_9_TITLE" } { MERGEFIELD
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Estate of: { MERGEFIELD FW PRODCDETS 1 DECEASED FULLNM }

I am pleased to advise that I have now completed the administration of the above estate.

Please find enclosed a cheque in the sum of £{ MERGEFIELD
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Beneficiary 10 Blank Letter

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Dear { MERGEFIELD "FW_PROBEN5_FWBEN_10_TITLE" } { MERGEFIELD
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Estate of: { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

Yours sincerely

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Beneficiary 10 Interim Payment

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Dear { MERGEFIELD "FW_PROBEN5_FWBEN_10_TITLE" } { MERGEFIELD
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Estate of: { MERGEFIELD FW PRODCDETS 1 DECEASED FULLNM }

I am pleased to enclose a cheque for an interim payment in respect of the share of the residuary estate to which you are entitled. I should be grateful if you could sign and return the enclosed receipt in the prepaid envelope provided.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\footer.doc"}

Beneficiary 10 Notification Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

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

{ MERGEFIELD "FW_PROBEN5_FWBEN_10_TITLE" } { MERGEFIELD "FW_PROBEN5_FWBEN_10_FORE" } { MERGEFIELD "FW_PROBEN5_FWBEN_10_SURN" } { MERGEFIELD "FW_PROBEN5_FWBEN_10_ADDR" }

Dear { MERGEFIELD "FW_PROBEN5_FWBEN_10_TITLE" } { MERGEFIELD "FW_PROBEN5_FWBEN_10_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_PROBEN5_FWBEN_10_BEQTYPE } = "Legacy" "a legacy of £{ MERGEFIELD FW_PROBEN5_FWBEN10LEGVALUE }" "a share of their residuary estate" } to { MERGEFIELD FW_PROBEN5_FWBEN_10_FORE } { MERGEFIELD FW_PROBEN5_FWBEN_10_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_PROBEN5_FWBEN_10_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;
- a current full UK driving licence;
- a state pension or benefits book;

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- 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 of £* ; or
3. your funds can be telegraphically transmitted to your bank account via the BACS system, which takes 6 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 }

Beneficiary 10 Pay Pecuniary

Legacy

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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_PROBEN5_FWBEN_10_TITLE" } { MERGEFIELD "FW_PROBEN5_FWBEN_10_FORE" } { MERGEFIELD "FW_PROBEN5_FWBEN_10_SURN" }
{ MERGEFIELD "FW_PROBEN5_FWBEN_10_ADDR" }

Dear { MERGEFIELD "FW_PROBEN5_FWBEN_10_TITLE" } { MERGEFIELD "FW_PROBEN5_FWBEN_10_SURN" }

Estate of: { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

I am pleased to advise that I have now completed the administration of the above estate.

Please find enclosed a cheque in the sum of £{ MERGEFIELD FW_PROBEN5_FWBEN10LEGVALUE }, in full and final settlement of your entitlement to the proceeds of the estate. I also enclose for your records a copy of the Will and a copy of the final Estate Accounts.

I would be grateful if you could please sign and return the enclosed receipt as soon as possible.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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Beneficiary 10 Pay Residuary

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LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

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

{ MERGEFIELD "FW_PROBEN5_FWBEN_10_TITLE" } { MERGEFIELD
"FW_PROBEN5_FWBEN_10_FORE" } { MERGEFIELD
"FW_PROBEN5_FWBEN_10_SURN" }
{ MERGEFIELD "FW_PROBEN5_FWBEN_10_ADDR" }

Dear { MERGEFIELD "FW_PROBEN5_FWBEN_10_TITLE" } { MERGEFIELD
"FW_PROBEN5_FWBEN_10_SURN" }

Estate of: { MERGEFIELD FW PRODCDETS 1 DECEASED FULLNM }

I am pleased to advise that I am now finalising the estate and I enclose a cheque for the amount due to you.

Please sign the enclosed receipt and return it to me in the prepaid envelope provided. I also enclose the final estate accounts for your information.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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Blank Letter to Passport Office

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

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_FWPASSPORT_OFF_name" }
{ MERGEFIELD "FW_PRO_PROFBODS_FWPASSPORT_OFF_address" }

Dear Sirs

<u>Deceased:</u>	<u>{ MERGEFIELD FW PRODCDETS 1 DECEASED FULLNM }</u>
<u>Passport Number:</u>	<u>{ MERGEFIELD FW PRO PROFBODS FWPASSPORT NO }</u>
<u>Address:</u>	<u>{ 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 }</u>
<u>Date of Death:</u>	<u>{ MERGEFIELD FW PRODCDETS 1 FWDCD DT DTH \@"d"*Ordinal }_____{_____ MERGEFIELD FW PRODCDETS 1 FWDCD DT DTH \@"MMMM yyyy" }</u>

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Charity Beneficiary 1 Blank Letter

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LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

Your Ref:

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

{ MERGEFIELD "FW_PROCHARITIES_FWCHARITY_1_name" }
{ MERGEFIELD "FW_PROCHARITIES_FWCHARITY_1_address" }

Dear Sirs

Estate of: { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Charity Beneficiary 1 Interim

Payment

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

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

{ MERGEFIELD "FW_PROCHARITIES_FWCHARITY_1_name" }
{ MERGEFIELD "FW_PROCHARITIES_FWCHARITY_1_address" }

Dear Sirs

Estate of: { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

We are pleased to enclose a cheque for an interim payment in respect of the share of the residuary estate to which your charity is entitled under the terms of the Will of the above named deceased.

We should be grateful if you could return the enclosed notice of receipt, signed by a duly authorised person on behalf of the charity.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Charity Beneficiary 1 Notification

Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

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

{ MERGEFIELD "FW_PROCHARITIES_FWCHARITY_1_name" }
{ MERGEFIELD "FW_PROCHARITIES_FWCHARITY_1_address" }

Dear Sirs

Estate of: { MERGEFIELD FW_PRODCEEDS 1 DECEASED FULLNM }

We act for the Personal Representatives of the above named deceased and write to inform you that under the terms of the Will your charity is entitled to { IF { MERGEFIELD FW_PROCHARITIES_FWCHAR1_BEQTYP } = "Legacy" "a legacy of £{ MERGEFIELD FW_PROCHARITIES_FWCH1_LEGACY }" "a share of the residuary estate" }.

We enclose a copy of the Will, a certified copy death certificate and a schedule of assets and liabilities for your information.

We should be grateful if you could confirm the person to whom payment should be forwarded and who is able to give a proper receipt on behalf of the charity.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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Charity Beneficiary 1 Pay Legacy

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

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

{ MERGEFIELD "FW_PROCHARITIES_FWCHARITY_1_name" }
{ MERGEFIELD "FW_PROCHARITIES_FWCHARITY_1_address" }

Dear Sirs

Estate of: { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

I am pleased to enclose a cheque in the sum of £{ MERGEFIELD FW_PROCHARITIES_FWCH1_LEGACY } for the legacy to which your charity is entitled under the Will of the above named deceased.

I should be grateful if you could sign and return the enclosed receipt as soon as possible, as I need this for my file before I can finalise the administration of the estate.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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Charity Beneficiary 1 Pay

Residuary

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

Your Ref:

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

{ MERGEFIELD "FW_PROCHARITIES_FWCHARITY_1_name" }
{ MERGEFIELD "FW_PROCHARITIES_FWCHARITY_1_address" }

Dear Sirs

Estate of: { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

We are pleased to enclose a cheque for £* being the final payment in respect of the residuary estate to which your charity is entitled under the terms of the Will of the above named deceased. We also enclose a copy of the final estate accounts for your records. We are arranging for form R185 in respect of your charity's share of the estate income to be signed by the executors and we will forward it to you in due course.

We should be grateful if you could return the enclosed notice of receipt, signed by a duly authorised person on behalf of the charity.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Charity Beneficiary 2 Blank Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

Your Ref:

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

{ MERGEFIELD "FW PROCHARIT 2 FWCHARITY 2 name" }
{ MERGEFIELD "FW PROCHARIT 2 FWCHARITY 2 address" }

Dear Sirs

Estate of: { MERGEFIELD FW PRODCDETS 1 DECEASED FULLNM }

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Charity Beneficiary 2 Interim

Payment

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

Your Ref:

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

{ MERGEFIELD "FW PROCHARIT 2 FWCHARITY 2 name" }
{ MERGEFIELD "FW PROCHARIT 2 FWCHARITY 2 address" }

Dear Sirs

Estate of: { MERGEFIELD FW PRODCDETS 1 DECEASED FULLNM }

We are pleased to enclose a cheque for an interim payment in respect of the share of the residuary estate to which your charity is entitled under the terms of the Will of the above named deceased.

We should be grateful if you could return the enclosed notice of receipt, signed by a duly authorised person on behalf of the charity.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Charity Beneficiary 2 Notification

Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

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

{ MERGEFIELD "FW_PROCHARIT_2_FWCHARITY_2_name" }
{ MERGEFIELD "FW_PROCHARIT_2_FWCHARITY_2_address" }

Dear Sirs

Estate of: { MERGEFIELD FW_PRODCEDETS 1 DECEASED FULLNM }

We act for the Personal Representatives of the above named deceased and write to inform you that under the terms of the Will your charity is entitled to { IF { MERGEFIELD FW_PROCHARIT_2_FWCHAR2_BEQTYP } = "Legacy" "a legacy of £{ MERGEFIELD FW_PROCHARIT_2_FWCH2_LEGACY }" "a share of the residuary estate" }.

We enclose a copy of the Will, a certified copy death certificate and a schedule of assets and liabilities for your information.

We should be grateful if you could confirm the person to whom payment should be forwarded and who is able to give a proper receipt on behalf of the charity.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME *UPPER }

Charity Beneficiary 2 Pay Legacy

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

Your Ref:

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

{ MERGEFIELD "FW PROCHARIT 2 FWCHARITY 2 name" }
{ MERGEFIELD "FW PROCHARIT 2 FWCHARITY 2 address" }

Dear Sirs

Estate of: { MERGEFIELD FW PRODCDETS 1 DECEASED FULLNM }

I am pleased to enclose a cheque in the sum of £{ MERGEFIELD
FW_PROCHARIT_2_FWCH2_LEGACY } for the legacy to which your charity is entitled
under the Will of the above named deceased.

I should be grateful if you could sign and return the enclosed receipt as soon as possible, as
I need this for my file before I can finalise the administration of the estate.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Charity Beneficiary 2 Pay

Residuary

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

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

{ MERGEFIELD "FW PROCHARIT 2 FWCHARITY 2 name" }
{ MERGEFIELD "FW PROCHARIT 2 FWCHARITY 2 address" }

Dear Sirs

Estate of: { MERGEFIELD FW PRODCDETS 1 DECEASED FULLNM }

We are pleased to enclose a cheque for £* being the final payment in respect of the residuary estate to which your charity is entitled under the terms of the Will of the above named deceased. We also enclose a copy of the final estate accounts for your records. We are arranging for form R185 in respect of your charity's share of the estate income to be signed by the executors and we will forward it to you in due course.

We should be grateful if you could return the enclosed notice of receipt, signed by a duly authorised person on behalf of the charity.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Charity Beneficiary 3 Blank Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

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

{ MERGEFIELD FW_PROCHARIT_3_FWCHARITY_3_name }
{ MERGEFIELD FW_PROCHARIT_3_FWCHARITY_3_address }

Dear Sirs

Estate of: { MERGEFIELD FW_PRODCDDETS 1 DECEASED FULLNM }

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Charity Beneficiary 3 Interim

Payment

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

Your Ref:

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

{ MERGEFIELD FW_PROCHARIT_3_FWCHARITY_3_name }
{ MERGEFIELD FW_PROCHARIT_3_FWCHARITY_3_address }

Dear Sirs

Estate of: { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

We are pleased to enclose a cheque for an interim payment in respect of the share of the residuary estate to which your charity is entitled under the terms of the Will of the above named deceased.

We should be grateful if you could return the enclosed notice of receipt, signed by a duly authorised person on behalf of the charity.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Charity Beneficiary 3 Notification

Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

Your Ref:

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

{ MERGEFIELD "FW_PROCHARIT_3_FWCHARITY_3_name" }
{ MERGEFIELD "FW_PROCHARIT_3_FWCHARITY_3_address" }

Dear Sirs

Estate of: { MERGEFIELD FW_PRODCEDETS 1 DECEASED FULLNM }

We act for the Personal Representatives of the above named deceased and write to inform you that under the terms of the Will your charity is entitled to { IF { MERGEFIELD FW_PROCHARIT_3_FWCHAR3_BEQTYP } = "Legacy" "a legacy of £{ MERGEFIELD FW_PROCHARIT_3_FWCH3_LEGACY }" "a share of the residuary estate" }.

We enclose a copy of the Will, a certified copy death certificate and a schedule of assets and liabilities for your information.

We should be grateful if you could confirm the person to whom payment should be forwarded and who is able to give a proper receipt on behalf of the charity.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME *UPPER }

Charity Beneficiary 3 Pay Legacy

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

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

{ MERGEFIELD FW_PROCHARIT_3_FWCHARITY_3_name }
{ MERGEFIELD FW_PROCHARIT_3_FWCHARITY_3_address }

Dear Sirs

Estate of: { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

I am pleased to enclose a cheque in the sum of £ for the legacy to which your charity is entitled under the Will of the above named deceased.

I should be grateful if you could sign and return the enclosed receipt as soon as possible, as I need this for my file before I can finalise the administration of the estate.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Charity Beneficiary 3 Pay

Residuary

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

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

{ MERGEFIELD FW_PROCHARIT_3_FWCHARITY_3_name }
{ MERGEFIELD FW_PROCHARIT_3_FWCHARITY_3_address }

Dear Sirs

Estate of: { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

We are pleased to enclose a cheque for £* being the final payment in respect of the residuary estate to which your charity is entitled under the terms of the Will of the above named deceased. We also enclose a copy of the final estate accounts for your records. We are arranging for form R185 in respect of your charity's share of the estate income to be signed by the executors and we will forward it to you in due course.

We should be grateful if you could return the enclosed notice of receipt, signed by a duly authorised person on behalf of the charity.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME *UPPER }

Charity Beneficiary 4 Blank Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

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

{ MERGEFIELD FW_PROCHARIT_4_FWCHARITY_4_name }
{ MERGEFIELD FW_PROCHARIT_4_FWCHARITY_4_address }

Dear Sirs

Estate of: { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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Charity Beneficiary 4 Interim

Payment

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

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

{ MERGEFIELD FW_PROCHARIT_4_FWCHARITY_4_name }
{ MERGEFIELD FW_PROCHARIT_4_FWCHARITY_4_address }

Dear Sirs

Estate of: { MERGEFIELD FW_PRODCEDETS 1 DECEASED FULLNM }

We are pleased to enclose a cheque for an interim payment in respect of the share of the residuary estate to which your charity is entitled under the terms of the Will of the above named deceased.

We should be grateful if you could return the enclosed notice of receipt, signed by a duly authorised person on behalf of the charity.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Charity Beneficiary 4 Notification

Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

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

{ MERGEFIELD "FW_PROCHARIT_4_FWCHARITY_4_name" }
{ MERGEFIELD "FW_PROCHARIT_4_FWCHARITY_4_address" }

Dear Sirs

Estate of: { MERGEFIELD FW_PRODCEDETS 1 DECEASED FULLNM }

We act for the Personal Representatives of the above named deceased and write to inform you that under the terms of the Will your charity is entitled to { IF { MERGEFIELD FW_PROCHARIT_4_FWCHAR4_BEQTYP } = "Legacy" "a legacy of £{ MERGEFIELD FW_PROCHARIT_4_FWCH4_LEGACY }" "a share of the residuary estate" }.

We enclose a copy of the Will, a certified copy death certificate and a schedule of assets and liabilities for your information.

We should be grateful if you could confirm the person to whom payment should be forwarded and who is able to give a proper receipt on behalf of the charity.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME *UPPER }

Charity Beneficiary 4 Pay Legacy

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

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

{ MERGEFIELD FW_PROCHARIT_4_FWCHARITY_4_name }
{ MERGEFIELD FW_PROCHARIT_4_FWCHARITY_4_address }

Dear Sirs

Estate of: { MERGEFIELD FW_PRODCEDETS 1 DECEASED FULLNM }

I am pleased to enclose a cheque in the sum of £{ MERGEFIELD FW_PROCHARIT_4_FWCH4_LEGACY } for the legacy to which your charity is entitled under the Will of the above named deceased.

I should be grateful if you could sign and return the enclosed receipt as soon as possible, as I need this for my file before I can finalise the administration of the estate.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Charity Beneficiary 4 Pay

Residuary

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

Your Ref:

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

{ MERGEFIELD FW_PROCHARIT_4_FWCHARITY_4_name }
{ MERGEFIELD FW_PROCHARIT_4_FWCHARITY_4_address }

Dear Sirs

Estate of: { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

We are pleased to enclose a cheque for £* being the final payment in respect of the residuary estate to which your charity is entitled under the terms of the Will of the above named deceased. We also enclose a copy of the final estate accounts for your records. We are arranging for form R185 in respect of your charity's share of the estate income to be signed by the executors and we will forward it to you in due course.

We should be grateful if you could return the enclosed notice of receipt, signed by a duly authorised person on behalf of the charity.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Charity Beneficiary 5 Blank Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

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

{ MERGEFIELD FW_PROCHARIT_5_FWCHARITY_5_name }
{ MERGEFIELD FW_PROCHARIT_5_FWCHARITY_5_address }

Dear Sirs

Estate of: { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME *UPPER }

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\footer.doc"}

Charity Beneficiary 5 Interim

Payment

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

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

{ MERGEFIELD FW_PROCHARIT_5_FWCHARITY_5_name }
{ MERGEFIELD FW_PROCHARIT_5_FWCHARITY_5_address }

Dear Sirs

Estate of: { MERGEFIELD FW_PRODCEDETS 1 DECEASED FULLNM }

We are pleased to enclose a cheque for an interim payment in respect of the share of the residuary estate to which your charity is entitled under the terms of the Will of the above named deceased.

We should be grateful if you could return the enclosed notice of receipt, signed by a duly authorised person on behalf of the charity.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME *UPPER }

Charity Beneficiary 5 Notification

Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

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

{ MERGEFIELD "FW_PROCHARIT_5_FWCHARITY_5_name" }
{ MERGEFIELD "FW_PROCHARIT_5_FWCHARITY_5_address" }

Dear Sirs

Estate of: { MERGEFIELD FW_PRODDETS 1 DECEASED FULLNM }

We act for the Personal Representatives of the above named deceased and write to inform you that under the terms of the Will your charity is entitled to { IF { MERGEFIELD FW_PROCHARIT_5_FWCHAR5_BEQTYP } = "Legacy" "a legacy of £{ MERGEFIELD FW_PROCHARIT_5_FWCH5_LEGACY }" "a share of the residuary estate" }.

We enclose a copy of the Will, a certified copy death certificate and a schedule of assets and liabilities for your information.

We should be grateful if you could confirm the person to whom payment should be forwarded and who is able to give a proper receipt on behalf of the charity.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME *UPPER }

Charity Beneficiary 5 Pay Legacy

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

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

{ MERGEFIELD FW_PROCHARIT_5_FWCHARITY_5_name }
{ MERGEFIELD FW_PROCHARIT_5_FWCHARITY_5_address }

Dear Sirs

Estate of: { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

I am pleased to enclose a cheque in the sum of £{ MERGEFIELD FW_PROCHARIT_5_FWCH5_LEGACY } for the legacy to which your charity is entitled under the Will of the above named deceased.

I should be grateful if you could sign and return the enclosed receipt as soon as possible, as I need this for my file before I can finalise the administration of the estate.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\footer.doc"}

Charity Beneficiary 5 Pay

Residuary

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

Your Ref:

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

{ MERGEFIELD FW_PROCHARIT_5_FWCHARITY_5_name }
{ MERGEFIELD FW_PROCHARIT_5_FWCHARITY_5_address }

Dear Sirs

Estate of: { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

We are pleased to enclose a cheque for £* being the final payment in respect of the residuary estate to which your charity is entitled under the terms of the Will of the above named deceased. We also enclose a copy of the final estate accounts for your records. We are arranging for form R185 in respect of your charity's share of the estate income to be signed by the executors and we will forward it to you in due course.

We should be grateful if you could return the enclosed notice of receipt, signed by a duly authorised person on behalf of the charity.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Charity Beneficiary 6 Blank Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

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

{ MERGEFIELD FW_PROCHARIT_6_FWCHARITY_6_name }
{ MERGEFIELD FW_PROCHARIT_6_FWCHARITY_6_address }

Dear Sirs

Estate of: { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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Charity Beneficiary 6 Interim

Payment

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

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

{ MERGEFIELD FW_PROCHARIT_6_FWCHARITY_6_name }
{ MERGEFIELD FW_PROCHARIT_6_FWCHARITY_6_address }

Dear Sirs

Estate of: { MERGEFIELD FW_PRODCEDETS 1 DECEASED FULLNM }

We are pleased to enclose a cheque for an interim payment in respect of the share of the residuary estate to which your charity is entitled under the terms of the Will of the above named deceased.

We should be grateful if you could return the enclosed notice of receipt, signed by a duly authorised person on behalf of the charity.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Charity Beneficiary 6 Notification

Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

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

{ MERGEFIELD "FW_PROCHARIT_6_FWCHARITY_6_name" }
{ MERGEFIELD "FW_PROCHARIT_6_FWCHARITY_6_address" }

Dear Sirs

Estate of: { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

We act for the Personal Representatives of the above named deceased and write to inform you that under the terms of the Will your charity is entitled to { IF { MERGEFIELD FW_PROCHARIT_6_FWCHAR6_BEQTYP } = "Legacy" "a legacy of £{ MERGEFIELD FW_PROCHARIT_6_FWCH6_LEGACY }" "a share of the residuary estate" }.

We enclose a copy of the Will, a certified copy death certificate and a schedule of assets and liabilities for your information.

We should be grateful if you could confirm the person to whom payment should be forwarded and who is able to give a proper receipt on behalf of the charity.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME *UPPER }

Charity Beneficiary 6 Pay Legacy

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

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

{ MERGEFIELD FW_PROCHARIT_6_FWCHARITY_6_name }
{ MERGEFIELD FW_PROCHARIT_6_FWCHARITY_6_address }

Dear Sirs

Estate of: { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

I am pleased to enclose a cheque in the sum of £{ MERGEFIELD FW_PROCHARIT_6_FWCH6_LEGACY } for the legacy to which your charity is entitled under the Will of the above named deceased.

I should be grateful if you could sign and return the enclosed receipt as soon as possible, as I need this for my file before I can finalise the administration of the estate.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Charity Beneficiary 6 Pay

Residuary

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

Your Ref:

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

{ MERGEFIELD FW_PROCHARIT_6_FWCHARITY_6_name }
{ MERGEFIELD FW_PROCHARIT_6_FWCHARITY_6_address }

Dear Sirs

Estate of: { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

We are pleased to enclose a cheque for £* being the final payment in respect of the residuary estate to which your charity is entitled under the terms of the Will of the above named deceased. We also enclose a copy of the final estate accounts for your records. We are arranging for form R185 in respect of your charity's share of the estate income to be signed by the executors and we will forward it to you in due course.

We should be grateful if you could return the enclosed notice of receipt, signed by a duly authorised person on behalf of the charity.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Charity Beneficiary 7 Blank Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

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

{ MERGEFIELD FW_PROCHARIT_7_FWCHARITY_7_name }
{ MERGEFIELD FW_PROCHARIT_7_FWCHARITY_7_address }

Dear Sirs

Estate of: { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME *UPPER }

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Charity Beneficiary 7 Interim

Payment

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

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

{ MERGEFIELD FW_PROCHARIT_7_FWCHARITY_7_name }
{ MERGEFIELD FW_PROCHARIT_7_FWCHARITY_7_address }

Dear Sirs

Estate of: { MERGEFIELD FW_PRODCEDETS 1 DECEASED FULLNM }

We are pleased to enclose a cheque for an interim payment in respect of the share of the residuary estate to which your charity is entitled under the terms of the Will of the above named deceased.

We should be grateful if you could return the enclosed notice of receipt, signed by a duly authorised person on behalf of the charity.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME *UPPER }

Charity Beneficiary 7 Notification

Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

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

{ MERGEFIELD "FW_PROCHARIT_7_FWCHARITY_7_name" }
{ MERGEFIELD "FW_PROCHARIT_7_FWCHARITY_7_address" }

Dear Sirs

Estate of: { MERGEFIELD FW_PRODCEDETS 1 DECEASED FULLNM }

We act for the Personal Representatives of the above named deceased and write to inform you that under the terms of the Will your charity is entitled to { IF { MERGEFIELD FW_PROCHARIT_7_FWCHAR7_BEQTYP } = "Legacy" "a legacy of £{ MERGEFIELD FW_PROCHARIT_7_FWCH7_LEGACY }" "a share of the residuary estate" }.

We enclose a copy of the Will, a certified copy death certificate and a schedule of assets and liabilities for your information.

We should be grateful if you could confirm the person to whom payment should be forwarded and who is able to give a proper receipt on behalf of the charity.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME *UPPER }

Charity Beneficiary 7 Pay Legacy

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

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

{ MERGEFIELD FW_PROCHARIT_7_FWCHARITY_7_name }
{ MERGEFIELD FW_PROCHARIT_7_FWCHARITY_7_address }

Dear Sirs

Estate of: { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

I am pleased to enclose a cheque in the sum of £{ MERGEFIELD FW_PROCHARIT_7_FWCH7_LEGACY } for the legacy to which your charity is entitled under the Will of the above named deceased.

I should be grateful if you could sign and return the enclosed receipt as soon as possible, as I need this for my file before I can finalise the administration of the estate.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Charity Beneficiary 7 Pay

Residuary

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

Your Ref:

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

{ MERGEFIELD FW_PROCHARIT_7_FWCHARITY_7_name }
{ MERGEFIELD FW_PROCHARIT_7_FWCHARITY_7_address }

Dear Sirs

Estate of: { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

We are pleased to enclose a cheque for £* being the final payment in respect of the residuary estate to which your charity is entitled under the terms of the Will of the above named deceased. We also enclose a copy of the final estate accounts for your records. We are arranging for form R185 in respect of your charity's share of the estate income to be signed by the executors and we will forward it to you in due course.

We should be grateful if you could return the enclosed notice of receipt, signed by a duly authorised person on behalf of the charity.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Charity Beneficiary 8 Blank Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

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

{ MERGEFIELD FW_PROCHARIT_8_FWCHARITY_8_name }
{ MERGEFIELD FW_PROCHARIT_8_FWCHARITY_8_address }

Dear Sirs

Estate of: { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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Charity Beneficiary 8 Interim

Payment

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

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

{ MERGEFIELD FW_PROCHARIT_8_FWCHARITY_8_name }
{ MERGEFIELD FW_PROCHARIT_8_FWCHARITY_8_address }

Dear Sirs

Estate of: { MERGEFIELD FW_PRODCEDETS 1 DECEASED FULLNM }

We are pleased to enclose a cheque for an interim payment in respect of the share of the residuary estate to which your charity is entitled under the terms of the Will of the above named deceased.

We should be grateful if you could return the enclosed notice of receipt, signed by a duly authorised person on behalf of the charity.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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Charity Beneficiary 8 Notification

Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

Your Ref:

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

{ MERGEFIELD "FW_PROCHARIT_8_FWCHARITY_8_name" }
{ MERGEFIELD "FW_PROCHARIT_8_FWCHARITY_8_address" }

Dear Sirs

Estate of: { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

We act for the Personal Representatives of the above named deceased and write to inform you that under the terms of the Will your charity is entitled to { IF { MERGEFIELD FW_PROCHARIT_8_FWCHAR8_BEQTYP } = "Legacy" "a legacy of £{ MERGEFIELD FW_PROCHARIT_8_FWCH8_LEGACY }" "a share of the residuary estate" }.

We enclose a copy of the Will, a certified copy death certificate and a schedule of assets and liabilities for your information.

We should be grateful if you could confirm the person to whom payment should be forwarded and who is able to give a proper receipt on behalf of the charity.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME *UPPER }

Charity Beneficiary 8 Pay Legacy

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

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

{ MERGEFIELD FW_PROCHARIT_8_FWCHARITY_8_name }
{ MERGEFIELD FW_PROCHARIT_8_FWCHARITY_8_address }

Dear Sirs

Estate of: { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

I am pleased to enclose a cheque in the sum of £{ MERGEFIELD FW_PROCHARIT_8_FWCH8_LEGACY } for the legacy to which your charity is entitled under the Will of the above named deceased.

I should be grateful if you could sign and return the enclosed receipt as soon as possible, as I need this for my file before I can finalise the administration of the estate.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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Charity Beneficiary 8 Pay

Residuary

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

Your Ref:

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

{ MERGEFIELD FW_PROCHARIT_8_FWCHARITY_8_name }
{ MERGEFIELD FW_PROCHARIT_8_FWCHARITY_8_address }

Dear Sirs

Estate of: { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

We are pleased to enclose a cheque for £* being the final payment in respect of the residuary estate to which your charity is entitled under the terms of the Will of the above named deceased. We also enclose a copy of the final estate accounts for your records. We are arranging for form R185 in respect of your charity's share of the estate income to be signed by the executors and we will forward it to you in due course.

We should be grateful if you could return the enclosed notice of receipt, signed by a duly authorised person on behalf of the charity.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Charity Beneficiary 9 Blank Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

Your Ref:

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

{ MERGEFIELD FW_PROCHARIT_9_FWCHARITY_9_name }
{ MERGEFIELD FW_PROCHARIT_9_FWCHARITY_9_address }

Dear Sirs

Estate of: { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Charity Beneficiary 9 Interim

Payment

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

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

{ MERGEFIELD FW_PROCHARIT_9_FWCHARITY_9_name }
{ MERGEFIELD FW_PROCHARIT_9_FWCHARITY_9_address }

Dear Sirs

Estate of: { MERGEFIELD FW_PRODCEDETS 1 DECEASED FULLNM }

We are pleased to enclose a cheque for an interim payment in respect of the share of the residuary estate to which your charity is entitled under the terms of the Will of the above named deceased.

We should be grateful if you could return the enclosed notice of receipt, signed by a duly authorised person on behalf of the charity.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME *UPPER }

Charity Beneficiary 9 Notification

Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

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

{ MERGEFIELD "FW_PROCHARIT_9_FWCHARITY_9_name" }
{ MERGEFIELD "FW_PROCHARIT_9_FWCHARITY_9_address" }

Dear Sirs

Estate of: { MERGEFIELD FW_PRODDETS 1 DECEASED FULLNM }

We act for the Personal Representatives of the above named deceased and write to inform you that under the terms of the Will your charity is entitled to { IF { MERGEFIELD FW_PROCHARIT_9_FWCHAR9_BEQTYP } = "Legacy" "a legacy of £{ MERGEFIELD FW_PROCHARIT_9_FWCH9_LEGACY }" "a share of the residuary estate" }.

We enclose a copy of the Will, a certified copy death certificate and a schedule of assets and liabilities for your information.

We should be grateful if you could confirm the person to whom payment should be forwarded and who is able to give a proper receipt on behalf of the charity.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME *UPPER }

Charity Beneficiary 9 Pay Legacy

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

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

{ MERGEFIELD FW_PROCHARIT_9_FWCHARITY_9_name }
{ MERGEFIELD FW_PROCHARIT_9_FWCHARITY_9_address }

Dear Sirs

Estate of: { MERGEFIELD FW_PRODCEDETS 1 DECEASED FULLNM }

I am pleased to enclose a cheque in the sum of £{ MERGEFIELD FW_PROCHARIT_9_FWCH9_LEGACY } for the legacy to which your charity is entitled under the Will of the above named deceased.

I should be grateful if you could sign and return the enclosed receipt as soon as possible, as I need this for my file before I can finalise the administration of the estate.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\footer.doc"}

Charity Beneficiary 9 Pay

Residuary

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

Your Ref:

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

{ MERGEFIELD FW_PROCHARIT_9_FWCHARITY_9_name }
{ MERGEFIELD FW_PROCHARIT_9_FWCHARITY_9_address }

Dear Sirs

Estate of: { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

We are pleased to enclose a cheque for £* being the final payment in respect of the residuary estate to which your charity is entitled under the terms of the Will of the above named deceased. We also enclose a copy of the final estate accounts for your records. We are arranging for form R185 in respect of your charity's share of the estate income to be signed by the executors and we will forward it to you in due course.

We should be grateful if you could return the enclosed notice of receipt, signed by a duly authorised person on behalf of the charity.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Charity Beneficiary 10 Blank Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

Your Ref:

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

{ MERGEFIELD FW_PROCHARIT_10_FWCHARITY_10_name }
{ MERGEFIELD FW_PROCHARIT_10_FWCHARITY_10_address }

Dear Sirs

Estate of: { MERGEFIELD FW_PRODCDDETS 1 DECEASED FULLNM }

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Charity Beneficiary 10 Interim

Payment

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

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

{ MERGEFIELD FW_PROCHARIT_10_FWCHARITY_10_name }
{ MERGEFIELD FW_PROCHARIT_10_FWCHARITY_10_address }

Dear Sirs

Estate of: { MERGEFIELD FW_PRODCEDETS 1 DECEASED FULLNM }

We are pleased to enclose a cheque for an interim payment in respect of the share of the residuary estate to which your charity is entitled under the terms of the Will of the above named deceased.

We should be grateful if you could return the enclosed notice of receipt, signed by a duly authorised person on behalf of the charity.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Charity Beneficiary 10 Notification

Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

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

{ MERGEFIELD "FW_PROCHARIT_10_FWCHARITY_10_name" }
{ MERGEFIELD "FW_PROCHARIT_10_FWCHARITY_10_address" }

Dear Sirs

Estate of: { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

We act for the Personal Representatives of the above named deceased and write to inform you that under the terms of the Will your charity is entitled to { IF { MERGEFIELD FW_PROCHARIT_10_FWCHAR10_BEQTYP } = "Legacy" "a legacy of £{ MERGEFIELD FW_PROCHARIT_10_FWCH10_LEGACY }" "a share of the residuary estate" }.

We enclose a copy of the Will, a certified copy death certificate and a schedule of assets and liabilities for your information.

We should be grateful if you could confirm the person to whom payment should be forwarded and who is able to give a proper receipt on behalf of the charity.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME *UPPER }

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Charity Beneficiary 10 Pay Legacy

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

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

{ MERGEFIELD FW_PROCHARIT_10_FWCHARITY_10_name }
{ MERGEFIELD FW_PROCHARIT_10_FWCHARITY_10_address }

Dear Sirs

Estate of: { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

I am pleased to enclose a cheque in the sum of £{ MERGEFIELD FW_PROCHARIT_10_FWCH10_LEGACY } for the legacy to which your charity is entitled under the Will of the above named deceased.

I should be grateful if you could sign and return the enclosed receipt as soon as possible, as I need this for my file before I can finalise the administration of the estate.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Charity Beneficiary 10 Pay

Residuary

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

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

{ MERGEFIELD FW_PROCHARIT_10_FWCHARITY_10_name }
{ MERGEFIELD FW_PROCHARIT_10_FWCHARITY_10_address }

Dear Sirs

Estate of: { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

We are pleased to enclose a cheque for £* being the final payment in respect of the residuary estate to which your charity is entitled under the terms of the Will of the above named deceased. We also enclose a copy of the final estate accounts for your records. We are arranging for form R185 in respect of your charity's share of the estate income to be signed by the executors and we will forward it to you in due course.

We should be grateful if you could return the enclosed notice of receipt, signed by a duly authorised person on behalf of the charity.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Council Tax Provider Blank Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

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" }

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\footer.doc"}

Council Tax Provider Notification

Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

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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Creditor 1 Blank Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

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

{ MERGEFIELD FW_PRO_CRED_FNL_FWCRED_1_NM }
{ MERGEFIELD FW_PRO_CRED_FNL_FWCRED_1_ADDR }

Dear Sirs

Deceased: { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }
Account { MERGEFIELD FW_PRO_CRED_FNL_FWCRED1 AC NO }
Number:
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 { MERGEFIELD FW_PRODCDETS 1 FWDCD DT DTH \@ "d" *Ordinal
Death: } { MERGEFIELD FW_PRODCDETS 1 FWDCD DT DTH \@ "MMMM
yyyy" }

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME *UPPER }

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\footer.doc"}

Creditor 1 Liability Value

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

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

{ MERGEFIELD FW_PRO_CRED_FNL_FWCRED_1_NM }
{ MERGEFIELD FW_PRO_CRED_FNL_FWCRED_1_ADDR }

Dear Sirs

Deceased: { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }
Account { MERGEFIELD FW_PRO_CRED_FNL_FWCRED1 AC NO }
Number:
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 { MERGEFIELD FW_PRODCDETS 1 FWDCD DT DTH \@ "d"*Ordinal
Death: }_{ MERGEFIELD FW_PRODCDETS 1 FWDCD DT DTH \@ "MMMM
yyyy" }

We are instructed by the personal representatives of the above named deceased to apply for a grant of representation and deal with the administration of the estate. We enclose a certified copy death certificate for noting in your records.

We note that the deceased held the above numbered account with you. Please let us have an up to date account showing the amount owing as at the date of death. We confirm that it will be dealt with in due course when the deceased's assets are available for payment of liabilities.

Please could you amend your records and send any future correspondence to us at the above address.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Creditor 1 Settlement Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

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

{ MERGEFIELD FW_PRO_CRED_FNL_FWCRED_1_NM }
{ MERGEFIELD FW_PRO_CRED_FNL_FWCRED_1_ADDR }

Dear Sirs

Deceased: { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }
Account { MERGEFIELD FW_PRO_CRED_FNL_FWCRED1 AC NO }
Number:
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 { MERGEFIELD FW_PRODCDETS 1 FWDCD DT DTH \@ "d"*Ordinal
Death: }_{ MERGEFIELD FW_PRODCDETS 1 FWDCD DT DTH \@ "MMMM
yyyy" }

We write further in the above matter and now enclose a cheque for £{ MERGEFIELD
FW_PRO_CRED_FNL_FWCRED_1_SUM } in settlement of your invoice. We should be
grateful if you could acknowledge safe receipt [by signing and returning the enclosed copy
account].

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Creditor 2 Blank Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

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

{ MERGEFIELD FW_PRO_CRED_FNL_FWCRED_2_NM }
{ MERGEFIELD FW_PRO_CRED_FNL_FWCRED_2_ADDR }

Dear Sirs

Deceased: { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }
Account { MERGEFIELD FW_PRO_CRED_FNL_FWCRED2 AC NO }
Number:
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 { MERGEFIELD FW_PRODCDETS 1 FWDCD DT DTH \@ "d" *Ordinal
Death: } { MERGEFIELD FW_PRODCDETS 1 FWDCD DT DTH \@ "MMMM
yyyy" }

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME *UPPER }

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\footer.doc"}

Creditor 2 Liability Value

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

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

{ MERGEFIELD FW_PRO_CRED_FNL_FWCRED_2_NM }
{ MERGEFIELD FW_PRO_CRED_FNL_FWCRED_2_ADDR }

Dear Sirs

Deceased: { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }
Account { MERGEFIELD FW_PRO_CRED_FNL_FWCRED2 AC NO }
Number:
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 { MERGEFIELD FW_PRODCDETS 1 FWDCD DT DTH \@ "d"*Ordinal
Death: }_{ MERGEFIELD FW_PRODCDETS 1 FWDCD DT DTH \@ "MMMM
yyyy" }

We are instructed by the personal representatives of the above named deceased to apply for a grant of representation and deal with the administration of the estate. We enclose a certified copy death certificate for noting in your records.

We note that the deceased held the above numbered account with you. Please let us have an up to date account showing the amount owing as at the date of death. We confirm that it will be dealt with in due course when the deceased's assets are available for payment of liabilities.

Please could you amend your records and send any future correspondence to us at the above address.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME *UPPER }

Creditor 2 Settlement Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

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

{ MERGEFIELD FW_PRO_CRED_FNL_FWCRED_2_NM }
{ MERGEFIELD FW_PRO_CRED_FNL_FWCRED_2_ADDR }

Dear Sirs

Deceased: { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }
Account { MERGEFIELD FW_PRO_CRED_FNL_FWCRED2 AC NO }
Number:
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 { MERGEFIELD FW_PRODCDETS 1 FWDCD DT DTH \@ "d"*Ordinal
Death: } { MERGEFIELD FW_PRODCDETS 1 FWDCD DT DTH \@ "MMMM
yyyy" }

We write further in the above matter and now enclose a cheque for £{ MERGEFIELD
FW_PRO_CRED_FNL_FWCRED_2_SUM } in settlement of your invoice. We should be
grateful if you could acknowledge safe receipt [by signing and returning the enclosed copy
account].

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME *UPPER }

Creditor 3 Blank Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

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

{ MERGEFIELD FW_PRO_CRED_FNL_FWCRED_3_NM }
{ MERGEFIELD FW_PRO_CRED_FNL_FWCRED_3_ADDR }

Dear Sirs

Deceased: { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }
Account { MERGEFIELD FW_PRO_CRED_FNL_FWCRED3 AC NO }
Number:
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 { MERGEFIELD FW_PRODCDETS 1 FWDCD DT DTH \@ "d" *Ordinal
Death: } { MERGEFIELD FW_PRODCDETS 1 FWDCD DT DTH \@ "MMMM
yyyy" }

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME *UPPER }

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\footer.doc"}

Creditor 3 Liability Value

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

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

{ MERGEFIELD FW_PRO_CRED_FNL_FWCRED_3_NM }
{ MERGEFIELD FW_PRO_CRED_FNL_FWCRED_3_ADDR }

Dear Sirs

Deceased: { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }
Account { MERGEFIELD FW_PRO_CRED_FNL_FWCRED3 AC NO }
Number:
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 { MERGEFIELD FW_PRODCDETS 1 FWDCD DT DTH \@ "d"*Ordinal
Death: }_{ MERGEFIELD FW_PRODCDETS 1 FWDCD DT DTH \@ "MMMM
yyyy" }

We are instructed by the personal representatives of the above named deceased to apply for a grant of representation and deal with the administration of the estate. We enclose a certified copy death certificate for noting in your records.

We note that the deceased held the above numbered account with you. Please let us have an up to date account showing the amount owing as at the date of death. We confirm that it will be dealt with in due course when the deceased's assets are available for payment of liabilities.

Please could you amend your records and send any future correspondence to us at the above address.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\footer.doc"}

Creditor 3 Settlement Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

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

{ MERGEFIELD FW_PRO_CRED_FNL_FWCRED_3_NM }
{ MERGEFIELD FW_PRO_CRED_FNL_FWCRED_3_ADDR }

Dear Sirs

Deceased: { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }
Account { MERGEFIELD FW_PRO_CRED_FNL_FWCRED3 AC NO }
Number:
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 { MERGEFIELD FW_PRODCDETS 1 FWDCD DT DTH \@ "d"*Ordinal
Death: } { MERGEFIELD FW_PRODCDETS 1 FWDCD DT DTH \@ "MMMM
yyyy" }

We write further in the above matter and now enclose a cheque for £{ MERGEFIELD
"FW_PRO_CRED_FNL_FWCRED_3_SUM" } in settlement of your invoice. We should be
grateful if you could acknowledge safe receipt [by signing and returning the enclosed copy
account].

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME *UPPER }

DVLA Blank Letter

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LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

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

DVLA
Swansea
SA99 1AB

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Deceased Date of Birth: { MERGEFIELD FW PRODCDETS 1 FWDCD DOB
\\@"d" *Ordinal } { MERGEFIELD
FW PRODCDETS 1 FWDCD DOB \\@"MMMM
yyyy" }
License Number: { MERGEFIELD FW PRODCDETS 3 DRIV LIC NO
}
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
\\@"d" *Ordinal _____ } { _____ MERGEFIELD
FW PRODCDETS 1 FWDCD DT DTH \\@"MMMM
yyyy" }

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME *UPPER }

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DVLA Notification Letter

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LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

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

DVLA
Swansea
SA99 1AB

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Deceased Date of Birth: { MERGEFIELD FW PRODCDETS 1 FWDCD DOB
\\@"d" *Ordinal } { MERGEFIELD
FW PRODCDETS 1 FWDCD DOB \\@"MMMM
yyyy" }
License Number: { MERGEFIELD FW PRODCDETS 3 DRIV LIC NO
}
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
\\@"d" *Ordinal _____ } { _____ MERGEFIELD
FW PRODCDETS 1 FWDCD DT DTH \\@"MMMM
yyyy" }

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

We return the deceased's driving licence and we should be grateful if you would update your records and confirm once this has been completed.

We look forward to hearing from you shortly.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME *UPPER }

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DWP Attendance Allowance

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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_FWDWP_name" }
{ MERGEFIELD "FW_PRO_PROFBODS_FWDWP_address" }

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
National Insurance: { MERGEFIELD FW PRODCDETS 1 FW NINUMBER }
Date of Birth: { MERGEFIELD FW PRODCDETS 1 FWDCD DOB
\\@"d"*Ordinal } { MERGEFIELD
FW PRODCDETS 1 FWDCD DOB \\@"MMMM yyyy"}
Address: { MERGEFIELD
FW PRODCDETS 1 FWDCD PRV ADD1 \\", "{
MERGEFIELD
FW PRODCDETS 1 FWDCD PRV ADD2 \\", "{
MERGEFIELD
FW PRODCDETS 1 FWDCD PRV ADD3 \\", "{
MERGEFIELD
FW PRODCDETS 1 FWDCD PRV ADDPC }
Date of Death: { MERGEFIELD FW PRODCDETS 1 FWDCD DT DTH
\\@"d"*Ordinal } { MERGEFIELD
FW PRODCDETS 1 FWDCD DT DTH \\@"MMMM
yyyy" }

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

We would be grateful if you would let us know whether there are any arrears of attendance allowance due to the estate or if there has been an overpayment resulting in a refund to yourselves.

We look forward to hearing from you shortly.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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DWP Blank Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

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_FWDWP_name" }
{ MERGEFIELD "FW_PRO_PROFBODS_FWDWP_address" }

Dear Sirs

<u>Deceased:</u>	<u>{ MERGEFIELD FW PRODCDETS 1 DECEASED FULLNM }</u>
<u>National Insurance:</u>	<u>{ MERGEFIELD FW PRODCDETS 1 FW NINUMBER }</u>
<u>Date of Birth:</u>	<u>{ MERGEFIELD FW PRODCDETS 1 FWDCD DOB \\@"d"*Ordinal } { MERGEFIELD FW PRODCDETS 1 FWDCD DOB \\@"MMMM yyyy" }</u>
<u>Address:</u>	<u>{ MERGEFIELD FW PRODCDETS 1 FWDCD PRV ADD1 \\", " } { MERGEFIELD FW PRODCDETS 1 FWDCD PRV ADD2 \\", " } { MERGEFIELD FW PRODCDETS 1 FWDCD PRV ADD3 \\", " } { MERGEFIELD FW PRODCDETS 1 FWDCD PRV ADDPC }</u>
<u>Date of Death:</u>	<u>{ MERGEFIELD FW PRODCDETS 1 FWDCD DT DTH \\@"d"*Ordinal } { MERGEFIELD FW PRODCDETS 1 FWDCD DT DTH \\@"MMMM yyyy" }</u>

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

DWP Claim Grant Only

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LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

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_FWDWP_name" }
{ MERGEFIELD "FW_PRO_PROFBODS_FWDWP_address" }

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
National Insurance: { MERGEFIELD FW PRODCDETS 1 FW NINUMBER }
Date of Birth: { MERGEFIELD FW PRODCDETS 1 FWDCD DOB
\\@"d"*Ordinal } { MERGEFIELD
FW PRODCDETS 1 FWDCD DOB \\@"MMMM yyyy"}
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
\\@"d"*Ordinal } { MERGEFIELD
FW PRODCDETS 1 FWDCD DT DTH \\@"MMMM
yyyy" }

We refer to your recent letter regarding a potential claim again the estate of the above named deceased. Please note that this firm was instructed by the personal representatives to obtain a grant of representation only and the personal representatives are dealing directly with the administration of the estate. We have therefore forwarded your letter to the personal representatives and should be grateful if you could correspond directly with them in the future.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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DWP Reply to Claim

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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_FWDWP_name" }
{ MERGEFIELD "FW_PRO_PROFBODS_FWDWP_address" }

Dear Sirs

<u>Deceased:</u>	<u>{ MERGEFIELD FW PRODCDETS 1 DECEASED FULLNM }</u>
<u>National Insurance:</u>	<u>{ MERGEFIELD FW PRODCDETS 1 FW NINUMBER }</u>
<u>Date of Birth:</u>	<u>{ MERGEFIELD FW PRODCDETS 1 FWDCD DOB \\@"d"*Ordinal } { MERGEFIELD FW PRODCDETS 1 FWDCD DOB \\@"MMMM yyyy" }</u>
<u>Address:</u>	<u>{ 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 }</u>
<u>Date of Death:</u>	<u>{ MERGEFIELD FW PRODCDETS 1 FWDCD DT DTH \\@"d"*Ordinal } { MERGEFIELD FW PRODCDETS 1 FWDCD DT DTH \\@"MMMM yyyy" }</u>

We refer to your recent letter advising of a claim against the above estate and respond as follows:

1. We enclose a schedule of assets as at the date of death.
2. [We confirm that there were no joint assets passing by survivorship.] OR [The following joint assets passed to the deceased's surviving spouse:]
3. [There was no regular income paid to the deceased, except for any state pension/benefits and any income arising from the assets set out in the schedule.] OR [The only regular income paid to the deceased, except for any state pension/benefits was * and any income arising from the assets set out in the schedule.]

We look forward to hearing from you as soon as possible

Yours faithfully

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{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Electricity Provider Blank Letter

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LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

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

{ MERGEFIELD "FW_PROUTILITIES_FWELEC_PRVDR_name" }
{ MERGEFIELD "FW_PROUTILITIES_FWELEC_PRVDR_address" }

Dear Sirs

Deceased: { MERGEFIELD
FW_PRODCDETS_1_DECEASED_FULLNM }
Account/Customer number: { MERGEFIELD "FW_PROUTILITIES_FWELEC_AC_NO"
}
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" }

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME *UPPER }

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LTD\\Documents\\OspreyOfficeGateway\\footer.doc"}

Electricity Provider Notification

Letter

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LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

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

{ MERGEFIELD "FW_PROUTILITIES_FWELEC_PRVDR_name" }
{ MERGEFIELD "FW_PROUTILITIES_FWELEC_PRVDR_address" }

Dear Sirs

Deceased: { MERGEFIELD
FW_PRODCDETS_1_DECEASED_FULLNM }
Account/Customer number: { MERGEFIELD "FW_PROUTILITIES_FWELEC_AC_NO"
}
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 are instructed by the personal representatives of the above named deceased to apply for a Grant of Representation and deal with the administration of the estate.

We note that the deceased held the above account with you. Please note that the property will be put on the market for sale in due course and this is likely to take some time. In the circumstances, we should be grateful if you could leave the service on and put a hold on the account. We confirm that the account will be dealt with when the deceased's assets are available for payment of debts.

Please note that we have now registered the death with all banks and building societies and the accounts are now frozen, so any direct debits that you may have been receiving will now cease.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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Employer Blank Letter

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LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

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_FWEMPLYMNT_NAME" }
{ MERGEFIELD "FW_PRO_PROFBODS_FWD CD_EMPL_ADDR" }

Dear Sirs

<u>Deceased:</u>	<u>{ MERGEFIELD FW PRODCDETS 1 DECEASED FULLNM }</u>
<u>National Insurance:</u>	<u>{ MERGEFIELD FW PRODCDETS 1 FW NINUMBER }</u>
<u>Date of Birth:</u>	<u>{ MERGEFIELD FW PRODCDETS 1 FWD CD DOB \\@ "d"*Ordinal } { MERGEFIELD FW PRODCDETS 1 FWD CD DOB \\@ "MMMM yyyy" }</u>
<u>Address:</u>	<u>{ MERGEFIELD FW PRODCDETS 1 FWD CD PRV ADD1 \\f", "{ MERGEFIELD FW PRODCDETS 1 FWD CD PRV ADD2 \\f", "{ MERGEFIELD FW PRODCDETS 1 FWD CD PRV ADD3 \\f" "{ MERGEFIELD FW PRODCDETS 1 FWD CD PRV ADDPC }</u>
<u>Date of Death:</u>	<u>{ MERGEFIELD FW PRODCDETS 1 FWD CD DT DTH \\@ "d"*Ordinal } { MERGEFIELD FW PRODCDETS 1 FWD CD DT DTH \\@ "MMMM yyyy" }</u>

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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Employer Notification Letter

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LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

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_FWEMPLYMNT_NAME" }
{ MERGEFIELD "FW_PRO_PROFBODS_FWD CD_EMPL_ADDR" }

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
National Insurance: { MERGEFIELD FW PRODCDETS 1 FW NINUMBER }
Date of Birth: { MERGEFIELD FW PRODCDETS 1 FWD CD DOB
\\@ "d"*Ordinal } { MERGEFIELD
FW PRODCDETS 1 FWD CD DOB \\@ "MMMM yyyy" }
Address: { MERGEFIELD
FW PRODCDETS 1 FWD CD PRV ADD1 \\f", "{
MERGEFIELD
FW PRODCDETS 1 FWD CD PRV ADD2 \\f", "{
MERGEFIELD
FW PRODCDETS 1 FWD CD PRV ADD3 \\f" "{
MERGEFIELD
FW PRODCDETS 1 FWD CD PRV ADDPC }
Date of Death: { MERGEFIELD FW PRODCDETS 1 FWD CD DT DTH
\\@ "d"*Ordinal } { MERGEFIELD
FW PRODCDETS 1 FWD CD DT DTH \\@ "MMMM
yyyy" }

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

We should be grateful if you would provide us with the following information.

- Details of any income paid to the deceased between 6 April { MERGEFIELD fsm_Prob_Tax_Year } and the date of death;
- Details of any outstanding wages;
- If the deceased was in any way in any company pension or whether there is any death in service payable.

We look forward to hearing from you shortly.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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LTD\\Documents\\OspreyOfficeGateway\\footer.doc"}

Employer Notification Letter

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LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

Your Ref:{ MERGEFIELD FW_PROEXEC1_CTD_FWEXEC1_CONTREF }

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

{ IF { MERGEFIELD "FW_PROEXEC1_FWEXEC_1_CO" } = "" "{ MERGEFIELD
FW_PROEXEC1_FWEXEC_1_TITLE } { MERGEFIELD
FW_PROEXEC1_FWEXEC_1_FORE } { MERGEFIELD
FW_PROEXEC1_FWEXEC_1_SURN }" "{ MERGEFIELD
"FW_PROEXEC1_FWEXEC_1_CO" }
{ MERGEFIELD FW_PROEXEC1_FWEXEC_1_TITLE } { MERGEFIELD
FW_PROEXEC1_FWEXEC_1_FORE } { MERGEFIELD
FW_PROEXEC1_FWEXEC_1_SURN }"}
{ MERGEFIELD "FW_PROEXEC1_FWEXEC_1_ADDR" }

Dear { MERGEFIELD "FW_PROEXEC1_FWEXEC_1_TITLE" } { MERGEFIELD
"FW_PROEXEC1_FWEXEC_1_SURN" }

Estate of { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME *UPPER }

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Exec 1 Client Care Letter

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Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

Your Ref:{ MERGEFIELD FW_PROEXEC1_CTD_FWEXEC1_CONTREF }

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

{ IF { MERGEFIELD "FW_PROEXEC1_FWEXEC_1_CO" } = "" "{ MERGEFIELD
FW_PROEXEC1_FWEXEC_1_TITLE } { MERGEFIELD
FW_PROEXEC1_FWEXEC_1_FORE } { MERGEFIELD
FW_PROEXEC1_FWEXEC_1_SURN }" "{ MERGEFIELD
"FW_PROEXEC1_FWEXEC_1_CO" }
{ MERGEFIELD FW_PROEXEC1_FWEXEC_1_TITLE } { MERGEFIELD
FW_PROEXEC1_FWEXEC_1_FORE } { MERGEFIELD
FW_PROEXEC1_FWEXEC_1_SURN }"}
{ MERGEFIELD "FW_PROEXEC1_FWEXEC_1_ADDR" }

Dear { MERGEFIELD "FW_PROEXEC1_FWEXEC_1_TITLE" } { MERGEFIELD
"FW_PROEXEC1_FWEXEC_1_SURN" }

Estate of { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

Thank you for instructing this firm to obtain a Grant of Representation and deal with the administration of the estate of the above named deceased. We will do everything we can to ensure that it proceeds as smoothly and as quickly as possible. It may be helpful to you to have the following information about our terms of business.

Responsibility for the work

Your matter will be conducted by { MERGEFIELD
"CALCULATION_FEE_EARNER_DESCRIPTION" } who is a { MERGEFIELD
"CALCULATION_STATUS_DESCRIPTION" } of the firm. Please do not hesitate to contact *him/her* if you wish to discuss any aspect of the matter or if a problem or query arises. The partner with ultimate responsibility for your matter is { MERGEFIELD
"CALCULATION_EXECUTIVE_NAME" }.

Problems

Our experience is that problems or complaints arise as a result of the lack of proper communication or understanding of the action we are taking on your behalf and we hope that this information will help you to identify your course of action if there is problem.

Whilst we aim to offer all our clients an efficient and effective service, and we are confident that we will do so in this case, you can always address any problem which may arise to

Fees

Costs on this matter

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Payment of costs

It is our normal practice to ask clients to make payments on account of costs and payments to be made on your behalf. It is helpful if you meet these requests promptly, but if there is any difficulty please let us know.

In matters which may last some time, we may deliver interim bills to you at regular intervals for the work carried out during the conduct of the matter, Not only does this assist our cash flow but it also enable you to budget for costs (if appropriate) and you will not be facing a large bill at the conclusion of the matter. We are sure that you will understand that in the event of a payment not being made, we reserve the right to decline to act further and that the full amount of work done up to that date will be charged to you.

With respect to probate matters, it is our practice to issue an interim bill upon receipt of the Grant of Probate and we would normally settle the invoice from funds in the estate when received, unless there was likely to be a considerable delay in receiving funds.

Accounts are due and payable on presentation of our bill. Interest will be charged on accounts that are not paid within that time at a rate equivalent to the statutory court interest rate, currently

% . Interest will accrue until the account is paid in full.

File Storage

The file of probate papers will be stored by this firm for 12 years following finalisation of the administration of the estate. After that time, it will be disposed of securely.

Regulatory information

Sometimes Wills and Probate work involves investments. We are not authorised by the Financial Services Authority and so may refer you to someone who is authorised to provide any necessary advice. However, we can provide certain limited services in relation to investments, provided they are closely linked with the legal services we are providing to you, as we are regulated by the Solicitors Regulatory Authority.

If you have any problem with the service we have provided for you then please let us know. We will try to resolve any problem quickly and operate an internal complaints handling system to help us to resolve the problem between ourselves. If for any reason we are unable to resolve the problem between us, then the Solicitors Regulation Authority and the Legal Complaints Service provide complaints and redress mechanisms.

The Law Society is a designated professional body for the purposes of the Financial Services and Markets Act 2000 but responsibility for regulation and complaints handling has been separated from the Law Society's representative functions. The Solicitors Regulation Authority is the independent regulatory body of the Law Society and the Legal Complaints Service is the independent complaints handling body of the Law Society.

This firm is not authorised by the Financial Services Authority. However we are included on

the register maintained by the Financial Services Authority so we can carry on insurance mediation activity, which is broadly the advising on, selling and administration of insurance contracts. This part of our business, including arrangements for complaints of redress if something goes wrong, is regulated by the Solicitors Regulatory Authority. The register can be accessed via the Financial Services Authority website at { HYPERLINK "http://www.fsx.gov.uk/register" }.

Agreement

We should be grateful if you could sign the extra copy of this letter and return it to us as confirmation of your instructions. This will mean that the hourly charge rate, as set out above, will be fixed subject to variation as detailed above. Given this agreement, your rights to challenge this rate in future will be restricted.

Thank you for taking the time to read this letter.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

I/We hereby acknowledge receipt of a client care letter of which the above is a true and exact copy

Dated this day of 20

Signed.....

Signed.....

Exec 1 Cover Letter for Client Care

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LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

Your Ref:{ MERGEFIELD FW_PROEXEC1_CTD_FWEXEC1_CONTREF }

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

{ IF { MERGEFIELD "FW_PROEXEC1_FWEXEC_1_CO" } = "" "{ MERGEFIELD
FW_PROEXEC1_FWEXEC_1_TITLE } { MERGEFIELD
FW_PROEXEC1_FWEXEC_1_FORE } { MERGEFIELD
FW_PROEXEC1_FWEXEC_1_SURN }" "{ MERGEFIELD
"FW_PROEXEC1_FWEXEC_1_CO" }
{ MERGEFIELD FW_PROEXEC1_FWEXEC_1_TITLE } { MERGEFIELD
FW_PROEXEC1_FWEXEC_1_FORE } { MERGEFIELD
FW_PROEXEC1_FWEXEC_1_SURN }"}
{ MERGEFIELD "FW_PROEXEC1_FWEXEC_1_ADDR" }

Dear { MERGEFIELD "FW_PROEXEC1_FWEXEC_1_TITLE" } { MERGEFIELD
"FW_PROEXEC1_FWEXEC_1_SURN" }

Estate of { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

Further to our recent meeting, I confirm that I have now written to the various asset holders and creditors and await the information I need in order to prepare the necessary papers.

The administration of an estate can be a fairly lengthy process and depends to a large extent on the efficiency of all the various organisations with whom we have to deal. It can therefore be quite difficult to predict how long it is likely to take. However, to give you an idea of the time scales involved, I would hope to be in a position to apply for probate within * to * weeks and deal with the administration of the estate within * to * months of receipt of the grant of probate, [although this does depend on how quickly the house sale progresses].

I should be grateful if you could let me know if you make any payments on behalf of the estate or if you receive any monies in connection with the estate, so that I can record this in the estate accounts and reimburse you if appropriate.

I enclose a Client Care letter together with a copy letter. Please read through the letter then sign and return the copy in the enclosed prepaid envelope as soon as possible.

Finally, I would like to take this opportunity to thank you for your instructions in this matter.

Yours sincerely

**{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }**

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LTD\\Documents\\OspreyOfficeGateway\\footer.doc"}

Exec 1 Draft App for Signature

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Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:{ MERGEFIELD FW_PROEXEC1_CTD_FWEXEC1_CONTREF }

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

{ IF { MERGEFIELD "FW_PROEXEC1_FWEXEC_1_CO" } = "" "{ MERGEFIELD FW_PROEXEC1_FWEXEC_1_TITLE } { MERGEFIELD FW_PROEXEC1_FWEXEC_1_FORE } { MERGEFIELD FW_PROEXEC1_FWEXEC_1_SURN }" "{ MERGEFIELD "FW_PROEXEC1_FWEXEC_1_CO" } { MERGEFIELD FW_PROEXEC1_FWEXEC_1_TITLE } { MERGEFIELD FW_PROEXEC1_FWEXEC_1_FORE } { MERGEFIELD FW_PROEXEC1_FWEXEC_1_SURN }" }

Dear { MERGEFIELD "FW_PROEXEC1_FWEXEC_1_TITLE" } { MERGEFIELD "FW_PROEXEC1_FWEXEC_1_SURN" }

Estate of { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

I am pleased to let you know that the probate papers are now ready for your approval and signature.

I enclose a Schedule of Assets and Liabilities as at the date of death, for your information. I also enclose the draft probate papers, which includes the inheritance tax return. The inheritance tax form must be submitted with the application for the Grant of Probate [although there is no inheritance tax to pay on this estate].

Please check the documents carefully and if you are happy with them, please sign where indicated and return to me.

I look forward to hearing from you in due course.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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Exec 1 Draft Estate Accounts

Letter

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Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:{ MERGEFIELD FW_PROEXEC1_CTD_FWEXEC1_CONTREF }

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

{ IF { MERGEFIELD "FW_PROEXEC1_FWEXEC_1_CO" } = "" "{ MERGEFIELD FW_PROEXEC1_FWEXEC_1_TITLE } { MERGEFIELD FW_PROEXEC1_FWEXEC_1_FORE } { MERGEFIELD FW_PROEXEC1_FWEXEC_1_SURN }" "{ MERGEFIELD "FW_PROEXEC1_FWEXEC_1_CO" } { MERGEFIELD FW_PROEXEC1_FWEXEC_1_TITLE } { MERGEFIELD FW_PROEXEC1_FWEXEC_1_FORE } { MERGEFIELD FW_PROEXEC1_FWEXEC_1_SURN }" } { MERGEFIELD "FW_PROEXEC1_FWEXEC_1_ADDR" }

Dear { MERGEFIELD "FW_PROEXEC1_FWEXEC_1_TITLE" } { MERGEFIELD "FW_PROEXEC1_FWEXEC_1_SURN" }

Estate of { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

I am pleased to enclose draft Estate Accounts for your approval, together with a copy of the accounts for you to retain for your records.

The accounts are set out as follows:

1.

I also enclose a final invoice for this firm's costs, which you will see is included in the accounts as an expense.

Please let me know if you have any queries concerning the Estate Accounts. If approved, I should be grateful if you could sign and return the accounts. I will then be in a position to finalise the administration of the Estate.

I look forward to hearing from you.

Yours sincerely

**{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }**

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Exec 1 DWP Claim Notification

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Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:{ MERGEFIELD FW_PROEXEC1_CTD_FWEXEC1_CONTREF }

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

{ IF { MERGEFIELD "FW_PROEXEC1_FWEXEC_1_CO" } = "" "{ MERGEFIELD FW_PROEXEC1_FWEXEC_1_TITLE } { MERGEFIELD FW_PROEXEC1_FWEXEC_1_FORE } { MERGEFIELD FW_PROEXEC1_FWEXEC_1_SURN }" "{ MERGEFIELD "FW_PROEXEC1_FWEXEC_1_CO" } { MERGEFIELD FW_PROEXEC1_FWEXEC_1_TITLE } { MERGEFIELD FW_PROEXEC1_FWEXEC_1_FORE } { MERGEFIELD FW_PROEXEC1_FWEXEC_1_SURN }" } { MERGEFIELD "FW_PROEXEC1_FWEXEC_1_ADDR" }

Dear { MERGEFIELD "FW_PROEXEC1_FWEXEC_1_TITLE" } { MERGEFIELD "FW_PROEXEC1_FWEXEC_1_SURN" }

Estate of { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

{ IF { MERGEFIELD FW_PRODCDETS_1_FWOUR_INSTR } = "Obtain Grant only" "I enclose a letter that I have received from the Department for Work & Pensions for you to deal with.

I have written to the Department for Work & Pensions to advise them that I have forwarded their letter to you and that they should contact you directly about this matter." "I am writing to advise that I have received a claim against the estate from the Department for Work and Pensions (DWP). I enclose a copy of their letter, to which I have already responded, for your information. I also enclose a copy of my reply and schedule and should be grateful if you could let me know immediately if there is anything else of which you are aware that we should be declaring.

This is a routine check that the DWP quite often make against estates. They will check that the information that { MERGEFIELD FW_PRODCDETS_1_DECEASED_FULLNM } provided to them during their life matches the information that I have supplied and if it does, they will write to advise that they are not taking the claim forward. However, if there is a discrepancy, they may well ask for further information. They may conclude that there has been an overpayment of pension/benefits and can request a repayment from the estate.

Unfortunately, this is likely to delay the distribution of the estate, as they can take some time in processing their claim. The extra work may also result in a slight increase in the costs on this matter. I will write to you as soon as I hear further from the DWP. However, if you do have any queries about this, then please let me know." }

Yours sincerely

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{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }  
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME\*UPPER }
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Exec 1 DWP Claim Update

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LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

Your Ref:{ MERGEFIELD FW_PROEXEC1_CTD_FWEXEC1_CONTREF }

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

{ IF { MERGEFIELD "FW_PROEXEC1_FWEXEC_1_CO" } = "" "{ MERGEFIELD
FW_PROEXEC1_FWEXEC_1_TITLE } { MERGEFIELD
FW_PROEXEC1_FWEXEC_1_FORE } { MERGEFIELD
FW_PROEXEC1_FWEXEC_1_SURN }" "{ MERGEFIELD
"FW_PROEXEC1_FWEXEC_1_CO" }
{ MERGEFIELD FW_PROEXEC1_FWEXEC_1_TITLE } { MERGEFIELD
FW_PROEXEC1_FWEXEC_1_FORE } { MERGEFIELD
FW_PROEXEC1_FWEXEC_1_SURN }"
{ MERGEFIELD "FW_PROEXEC1_FWEXEC_1_ADDR" }

Dear { MERGEFIELD "FW_PROEXEC1_FWEXEC_1_TITLE" } { MERGEFIELD
"FW_PROEXEC1_FWEXEC_1_SURN" }

Estate of { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

I am writing to advise that I have now heard further from the Department for Work and Pensions (DWP) regarding the claim against the estate. They have asked me to obtain various information from the asset holders, so that they can assess the claim in more detail. They are legally entitled to ask for this information. I have written to the asset holders to obtain the relevant information and I will be in contact with you again when the DWP have assessed the claim. This is likely to take some time.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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Exec 1 Final Letter

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Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

Your Ref:{ MERGEFIELD FW_PROEXEC1_CTD_FWEXEC1_CONTREF }

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

{ IF { MERGEFIELD "FW_PROEXEC1_FWEXEC_1_CO" } = "" "{ MERGEFIELD
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"FW_PROEXEC1_FWEXEC_1_CO" }
{ MERGEFIELD FW_PROEXEC1_FWEXEC_1_TITLE } { MERGEFIELD
FW_PROEXEC1_FWEXEC_1_FORE } { MERGEFIELD
FW_PROEXEC1_FWEXEC_1_SURN }"
{ MERGEFIELD "FW_PROEXEC1_FWEXEC_1_ADDR" }

Dear { MERGEFIELD "FW_PROEXEC1_FWEXEC_1_TITLE" } { MERGEFIELD
"FW_PROEXEC1_FWEXEC_1_SURN" }

Estate of { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

Thank you for returning the signed draft accounts.

I am pleased to advise that I have now finalised the estate and I enclose the final estate accounts for your information. I will shortly be closing our file and placing it in our archive storage system.

I am pleased to confirm that this concludes the administration of the estate. Thank you for your instructions in this matter and please do not hesitate to contact me if I can be of assistance to you in the future.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME *UPPER }

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Exec 1 Grant Letter

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Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

Your Ref:{ MERGEFIELD FW_PROEXEC1_CTD_FWEXEC1_CONTREF }

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

{ IF { MERGEFIELD "FW_PROEXEC1_FWEXEC_1_CO" } = "" "{ MERGEFIELD
FW_PROEXEC1_FWEXEC_1_TITLE } { MERGEFIELD
FW_PROEXEC1_FWEXEC_1_FORE } { MERGEFIELD
FW_PROEXEC1_FWEXEC_1_SURN }" "{ MERGEFIELD
"FW_PROEXEC1_FWEXEC_1_CO" }
{ MERGEFIELD FW_PROEXEC1_FWEXEC_1_TITLE } { MERGEFIELD
FW_PROEXEC1_FWEXEC_1_FORE } { MERGEFIELD
FW_PROEXEC1_FWEXEC_1_SURN }"
{ MERGEFIELD "FW_PROEXEC1_FWEXEC_1_ADDR" }

Dear { MERGEFIELD "FW_PROEXEC1_FWEXEC_1_TITLE" } { MERGEFIELD
"FW_PROEXEC1_FWEXEC_1_SURN" }

Estate of { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

{ IF { MERGEFIELD FW_PRODCDETS_1_FWOUR_INSTR } = "Obtain Grant only" "I am
pleased to advise that probate has now been granted and I should therefore be grateful if
you could make an appointment to call into the office to collect the grant. This now finalises
my work and I enclose an invoice for you to settle when you collect the grant.

Thank you for your instructions on this matter and please do not hesitate to contact me if I
can be of assistance to you in the future.
" "I am pleased to inform you that I have received the Grant of Representation and I can now
proceed with the realisation of the assets and general administration of the estate.

I am taking the opportunity of enclosing a note of my firm's interim costs. You are not
required to pay over any sum of money because the invoice can be settled in due course
from funds in the estate, when received.

I will be in touch with you again as the administration progresses. However, if you have any
queries in the meantime, please do not hesitate to contact me." }

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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Exec 1 Initial Letter

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Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:{ MERGEFIELD FW_PROEXEC1_CTD_FWEXEC1_CONTREF }

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

{ IF { MERGEFIELD "FW_PROEXEC1_FWEXEC_1_CO" } = "" "{ MERGEFIELD FW_PROEXEC1_FWEXEC_1_TITLE } { MERGEFIELD FW_PROEXEC1_FWEXEC_1_FORE } { MERGEFIELD FW_PROEXEC1_FWEXEC_1_SURN }" "{ MERGEFIELD "FW_PROEXEC1_FWEXEC_1_CO" } { MERGEFIELD FW_PROEXEC1_FWEXEC_1_TITLE } { MERGEFIELD FW_PROEXEC1_FWEXEC_1_FORE } { MERGEFIELD FW_PROEXEC1_FWEXEC_1_SURN }" } { MERGEFIELD "FW_PROEXEC1_FWEXEC_1_ADDR" }

Dear { MERGEFIELD "FW_PROEXEC1_FWEXEC_1_TITLE" } { MERGEFIELD "FW_PROEXEC1_FWEXEC_1_SURN" }

Estate of { MERGEFIELD FW_PRODCCDETS 1 DECEASED FULLNM }

I write further to your recent enquiry regarding the estate of { IF { MERGEFIELD "FW_PROEXEC1_FWDCD_1_RSHP" } = "None" "the late { MERGEFIELD "LINKNAME_FORENAME_1" } { MERGEFIELD "LINKNAME_SURNAME_1" }." "your late { MERGEFIELD "FW_PROEXEC1_FWDCD_1_RSHP" }". I should firstly like to take the opportunity to offer my sincerest sympathy and I hope that I can make things easier for you at this difficult time." }

I confirm that an appointment has been made for you to see me on [*date and time*] at our office at { MERGEFIELD "PRACTICEINFO_HOUSE" }, { MERGEFIELD "PRACTICEINFO_POSTAL_TOWN" }, { MERGEFIELD "PRACTICEINFO_POSTCODE" }.

Please could you bring the following documents to the appointment:

1. Death certificates (generally one certificate per asset)
2. [Original will]
3. [House deeds]
4. Financial documents relating to all assets, including any jointly held assets (e.g. recent bank statements, passbooks, life policy documents, share certificates, bond certificates, investment valuations, premium bonds etc)
5. Documents relating to any liabilities (e.g. recent credit card statements, loan statements, mortgage account statements)
6. Any outstanding bills or details of any likely bills (e.g. funeral account, care home fees, utility bills)
7. Details of any private or occupational pensions
8. The National Insurance Number for { IF { MERGEFIELD "FW_PROEXEC1_FWDCD_1_RSHP" } = "None" "the late { MERGEFIELD "LINKNAME_FORENAME_1" } { MERGEFIELD "LINKNAME_SURNAME_1" }" "your late { MERGEFIELD "FW_PROEXEC1_FWDCD_1_RSHP" }" }
9. Full names and addresses of all beneficiaries of the Will

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10. Identification for you (i.e. (1) a passport or photo driving licence AND (2) a recent bank statement or utility bill)

It would be helpful if you could bring as many of the above documents to the appointment as possible. However, if you are unable to bring all of this, then it will be possible to bring it to the office at a later date.

At this stage you should ensure that the assets are kept secure i.e. [that the house is kept fully locked and alarmed (if appropriate), that you have informed the buildings insurers that the house is now unoccupied and] that any valuable and financial papers are in a safe place.

I look forward to seeing you at the appointment. Please let me know if you have any queries in the meantime.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Exec 1 Reserve Power Letter

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Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

Your Ref:{ MERGEFIELD FW_PROEXEC1_CTD_FWEXEC1_CONTREF }

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

{ IF { MERGEFIELD "FW_PROEXEC1_FWEXEC_1_CO" } = "" "{ MERGEFIELD
FW_PROEXEC1_FWEXEC_1_TITLE } { MERGEFIELD
FW_PROEXEC1_FWEXEC_1_FORE } { MERGEFIELD
FW_PROEXEC1_FWEXEC_1_SURN }" "{ MERGEFIELD
"FW_PROEXEC1_FWEXEC_1_CO" }
{ MERGEFIELD FW_PROEXEC1_FWEXEC_1_TITLE } { MERGEFIELD
FW_PROEXEC1_FWEXEC_1_FORE } { MERGEFIELD
FW_PROEXEC1_FWEXEC_1_SURN }"
{ MERGEFIELD "FW_PROEXEC1_FWEXEC_1_ADDR" }

Dear { MERGEFIELD "FW_PROEXEC1_FWEXEC_1_TITLE" } { MERGEFIELD
"FW_PROEXEC1_FWEXEC_1_SURN" }

Estate of { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

{ IF { MERGEFIELD FW_PROEXEC1_FWPROV_EXEC } = "Yes" "Further to our recent meeting, concerning the estate of the late { MERGEFIELD "LINKNAME_FORENAME_1" } { MERGEFIELD "LINKNAME_SURNAME_1" }, I confirm that it was agreed that { IF { MERGEFIELD "FW_PROEXEC1_FWEXEC1_PROV" } = "Yes" "{ MERGEFIELD "FW_PROEXEC1_FWEXEC_1_FORE" } { MERGEFIELD "FW_PROEXEC1_FWEXEC_1_SURN" }" "{ IF { MERGEFIELD FW_PROEXEC2_FWEXEC2_PROV } = "Yes" "{ MERGEFIELD "FW_PROEXEC2_FWEXEC_2_FORE" } { MERGEFIELD "FW_PROEXEC2_FWEXEC_2_SURN" }" "{ IF { MERGEFIELD FW_PROEXEC3_FWEXEC3_PROV } = "Yes" "{ MERGEFIELD "FW_PROEXEC3_FWEXEC_3_FORE" } { MERGEFIELD "FW_PROEXEC3_FWEXEC_3_SURN" }" "" }" } will make the application for the Grant of Probate in the Estate, with power reserved to you. This means that although you will still be entitled to take out a Grant, the Grant can be issued in { IF { MERGEFIELD "FW_PROEXEC1_FWEXEC1_PROV" } = "Yes" "{ MERGEFIELD "FW_PROEXEC1_FWEXEC_1_FORE" } { MERGEFIELD "FW_PROEXEC1_FWEXEC_1_SURN" }'s" "{ IF { MERGEFIELD FW_PROEXEC2_FWEXEC2_PROV } = "Yes" "{ MERGEFIELD "FW_PROEXEC2_FWEXEC_2_FORE" } { MERGEFIELD "FW_PROEXEC2_FWEXEC_2_SURN" }'s" "{ IF { MERGEFIELD FW_PROEXEC3_FWEXEC3_PROV } = "Yes" "{ MERGEFIELD "FW_PROEXEC3_FWEXEC_3_FORE" } { MERGEFIELD "FW_PROEXEC3_FWEXEC_3_SURN" }'s" "" }" }" } sole name for him/her to deal with the paperwork. The Estate, of course, will be dealt with in accordance with the terms of the will." "Further to our recent meeting, concerning the estate of the late { MERGEFIELD "LINKNAME_FORENAME_1" } { MERGEFIELD "LINKNAME_SURNAME_1" }, I confirm that it was agreed that { MERGEFIELD FW_PROEXEC2_FWEXEC_2_FORE } { MERGEFIELD FW_PROEXEC2_FWEXEC_2_SURN } and { MERGEFIELD FW_PROEXEC3_FWEXEC_3_FORE }

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FW_PROEXEC3_FWEXEC_3_SURN } will make the application for the Grant of Probate in the Estate, with power reserved to you. This means that although you will still be entitled to take out a Grant, the Grant can be issued in their name for them to deal with the paperwork. The Estate, of course, will be dealt with in accordance with the terms of the will." }

I should be grateful if you would confirm that you agree with this arrangement by signing and returning the enclosed copy of this letter.

I look forward to hearing from you but if you have any queries or concerns please do not hesitate to contact me.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Exec 2 Blank Letter

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LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

Your Ref:{ MERGEFIELD FW_PROEXEC2_CTD_FWEXEC2_CONTREF }

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

{ IF { MERGEFIELD "FW_PROEXEC2_FWEXEC_2_CO" } = "" "{ MERGEFIELD
FW_PROEXEC2_FWEXEC_2_TITLE } { MERGEFIELD
FW_PROEXEC2_FWEXEC_2_FORE } { MERGEFIELD
FW_PROEXEC2_FWEXEC_2_SURN }" "{ MERGEFIELD
"FW_PROEXEC2_FWEXEC_2_CO" }
{ MERGEFIELD FW_PROEXEC2_FWEXEC_2_TITLE } { MERGEFIELD
FW_PROEXEC2_FWEXEC_2_FORE } { MERGEFIELD
FW_PROEXEC2_FWEXEC_2_SURN }"}
{ MERGEFIELD "FW_PROEXEC2_FWEXEC_2_ADDR" }

Dear { MERGEFIELD "FW_PROEXEC2_FWEXEC_2_TITLE" } { MERGEFIELD
"FW_PROEXEC2_FWEXEC_2_SURN" }

Estate of { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME *UPPER }

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Exec 2 Client Care Letter

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Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

Your Ref:{ MERGEFIELD FW_PROEXEC2_CTD_FWEXEC2_CONTREF }

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

{ IF { MERGEFIELD "FW_PROEXEC2_FWEXEC_2_CO" } = "" "{ MERGEFIELD
FW_PROEXEC2_FWEXEC_2_TITLE } { MERGEFIELD
FW_PROEXEC2_FWEXEC_2_FORE } { MERGEFIELD
FW_PROEXEC2_FWEXEC_2_SURN }" "{ MERGEFIELD
"FW_PROEXEC2_FWEXEC_2_CO" }
{ MERGEFIELD FW_PROEXEC2_FWEXEC_2_TITLE } { MERGEFIELD
FW_PROEXEC2_FWEXEC_2_FORE } { MERGEFIELD
FW_PROEXEC2_FWEXEC_2_SURN }"
{ MERGEFIELD "FW_PROEXEC2_FWEXEC_2_ADDR" }

Dear { MERGEFIELD "FW_PROEXEC2_FWEXEC_2_TITLE" } { MERGEFIELD
"FW_PROEXEC2_FWEXEC_2_SURN" }

Estate of { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

Thank you for instructing this firm to obtain a Grant of Representation and deal with the administration of the estate of the above named deceased. We will do everything we can to ensure that it proceeds as smoothly and as quickly as possible. It may be helpful to you to have the following information about our terms of business.

Responsibility for the work

Your matter will be conducted by { MERGEFIELD
"CALCULATION_FEE_EARNER_DESCRIPTION" } who is a { MERGEFIELD
"CALCULATION_STATUS_DESCRIPTION" } of the firm. Please do not hesitate to contact *him/her* if you wish to discuss any aspect of the matter or if a problem or query arises. The partner with ultimate responsibility for your matter is { MERGEFIELD
"CALCULATION_EXECUTIVE_NAME" }.

Problems

Our experience is that problems or complaints arise as a result of the lack of proper communication or understanding of the action we are taking on your behalf and we hope that this information will help you to identify your course of action if there is problem.

Whilst we aim to offer all our clients an efficient and effective service, and we are confident that we will do so in this case, you can always address any problem which may arise to

Fees

Costs on this matter

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LTD\\Documents\\OspreyOfficeGateway\\footer.doc"}

Payment of costs

It is our normal practice to ask clients to make payments on account of costs and payments to be made on your behalf. It is helpful if you meet these requests promptly, but if there is any difficulty please let us know.

In matters which may last some time, we may deliver interim bills to you at regular intervals for the work carried out during the conduct of the matter. Not only does this assist our cash flow but it also enable you to budget for costs (if appropriate) and you will not be facing a large bill at the conclusion of the matter. We are sure that you will understand that in the event of a payment not being made, we reserve the right to decline to act further and that the full amount of work done up to that date will be charged to you.

With respect to probate matters, it is our practice to issue an interim bill upon receipt of the Grant of Probate and we would normally settle the invoice from funds in the estate when received, unless there was likely to be a considerable delay in receiving funds.

Accounts are due and payable on presentation of our bill. Interest will be charged on accounts that are not paid within that time at a rate equivalent to the statutory court interest rate, currently

% . Interest will accrue until the account is paid in full.

File Storage

The file of probate papers will be stored by this firm for 12 years following finalisation of the administration of the estate. After that time, it will be disposed of securely.

Regulatory information

Sometimes Wills and Probate work involves investments. We are not authorised by the Financial Services Authority and so may refer you to someone who is authorised to provide any necessary advice. However, we can provide certain limited services in relation to investments, provided they are closely linked with the legal services we are providing to you, as we are regulated by the Solicitors Regulatory Authority.

If you have any problem with the service we have provided for you then please let us know. We will try to resolve any problem quickly and operate an internal complaints handling system to help us to resolve the problem between ourselves. If for any reason we are unable to resolve the problem between us, then the Solicitors Regulation Authority and the Legal Complaints Service provide complaints and redress mechanisms.

The Law Society is a designated professional body for the purposes of the Financial Services and Markets Act 2000 but responsibility for regulation and complaints handling has been separated from the Law Society's representative functions. The Solicitors Regulation Authority is the independent regulatory body of the Law Society and the Legal Complaints Service is the independent complaints handling body of the Law Society.

This firm is not authorised by the Financial Services Authority. However we are included on the register maintained by the Financial Services Authority so we can carry on insurance mediation activity, which is broadly the advising on, selling and administration of insurance contracts. This part of our business, including arrangements for complaints of redress if

something goes wrong, is regulated by the Solicitors Regulatory Authority. The register can be accessed via the Financial Services Authority website at { HYPERLINK "http://www.fsx.gov.uk/register" }.

Agreement

We should be grateful if you could sign the extra copy of this letter and return it to us as confirmation of your instructions. This will mean that the hourly charge rate, as set out above, will be fixed subject to variation as detailed above. Given this agreement, your rights to challenge this rate in future will be restricted.

Thank you for taking the time to read this letter.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Exec 2 Cover Letter for Client Care

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LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

Your Ref:{ MERGEFIELD FW_PROEXEC2_CTD_FWEXEC2_CONTREF }

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

{ IF { MERGEFIELD "FW_PROEXEC2_FWEXEC_2_CO" } = "" "{ MERGEFIELD
FW_PROEXEC2_FWEXEC_2_TITLE } { MERGEFIELD
FW_PROEXEC2_FWEXEC_2_FORE } { MERGEFIELD
FW_PROEXEC2_FWEXEC_2_SURN }" "{ MERGEFIELD
"FW_PROEXEC2_FWEXEC_2_CO" }
{ MERGEFIELD FW_PROEXEC2_FWEXEC_2_TITLE } { MERGEFIELD
FW_PROEXEC2_FWEXEC_2_FORE } { MERGEFIELD
FW_PROEXEC2_FWEXEC_2_SURN }"}
{ MERGEFIELD "FW_PROEXEC2_FWEXEC_2_ADDR" }

Dear { MERGEFIELD "FW_PROEXEC2_FWEXEC_2_TITLE" } { MERGEFIELD
"FW_PROEXEC2_FWEXEC_2_SURN" }

Estate of { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

Further to our recent meeting, I confirm that I have now written to the various asset holders and creditors and await the information I need in order to prepare the necessary papers.

The administration of an estate can be a fairly lengthy process and depends to a large extent on the efficiency of all the various organisations with whom we have to deal. It can therefore be quite difficult to predict how long it is likely to take. However, to give you an idea of the time scales involved, I would hope to be in a position to apply for probate within * to * weeks and deal with the administration of the estate within * to * months of receipt of the grant of probate, [although this does depend on how quickly the house sale progresses].

I should be grateful if you could let me know if you make any payments on behalf of the estate or if you receive any monies in connection with the estate, so that I can record this in the estate accounts and reimburse you if appropriate.

I enclose a Client Care letter together with a copy letter. Please read through the letter then sign and return the copy in the enclosed prepaid envelope as soon as possible.

Finally, I would like to take this opportunity to thank you for your instructions in this matter.

Yours sincerely

**{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }**

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Exec 2 Cover Letter for Client Care

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Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

Your Ref:{ MERGEFIELD FW_PROEXEC2_CTD_FWEXEC2_CONTREF }

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

{ IF { MERGEFIELD "FW_PROEXEC2_FWEXEC_2_CO" } = "" "{ MERGEFIELD
FW_PROEXEC2_FWEXEC_2_TITLE } { MERGEFIELD
FW_PROEXEC2_FWEXEC_2_FORE } { MERGEFIELD
FW_PROEXEC2_FWEXEC_2_SURN }" "{ MERGEFIELD
"FW_PROEXEC2_FWEXEC_2_CO" }
{ MERGEFIELD FW_PROEXEC2_FWEXEC_2_TITLE } { MERGEFIELD
FW_PROEXEC2_FWEXEC_2_FORE } { MERGEFIELD
FW_PROEXEC2_FWEXEC_2_SURN }"
{ MERGEFIELD "FW_PROEXEC2_FWEXEC_2_ADDR" }

Dear { MERGEFIELD "FW_PROEXEC2_FWEXEC_2_TITLE" } { MERGEFIELD
"FW_PROEXEC2_FWEXEC_2_SURN" }

Estate of { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

I am pleased to let you know that the probate papers are now ready for your approval and signature.

I enclose a Schedule of Assets and Liabilities as at the date of death, for your information. I also enclose the draft probate papers, which includes the inheritance tax return. The inheritance tax form must be submitted with the application for the Grant of Probate [although there is no inheritance tax to pay on this estate].

Please check the documents carefully and if you are happy with them, please sign where indicated and return to me.

I look forward to hearing from you in due course.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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LTD\\Documents\\OspreyOfficeGateway\\footer.doc"}

Exec 2 Draft Estate Accounts

Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:{ MERGEFIELD FW_PROEXEC2_CTD_FWEXEC2_CONTREF }

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

{ IF { MERGEFIELD "FW_PROEXEC2_FWEXEC_2_CO" } = "" "{ MERGEFIELD FW_PROEXEC2_FWEXEC_2_TITLE } { MERGEFIELD FW_PROEXEC2_FWEXEC_2_FORE } { MERGEFIELD FW_PROEXEC2_FWEXEC_2_SURN }" "{ MERGEFIELD "FW_PROEXEC2_FWEXEC_2_CO" } { MERGEFIELD FW_PROEXEC2_FWEXEC_2_TITLE } { MERGEFIELD FW_PROEXEC2_FWEXEC_2_FORE } { MERGEFIELD FW_PROEXEC2_FWEXEC_2_SURN }" } { MERGEFIELD "FW_PROEXEC2_FWEXEC_2_ADDR" }

Dear { MERGEFIELD "FW_PROEXEC2_FWEXEC_2_TITLE" } { MERGEFIELD "FW_PROEXEC2_FWEXEC_2_SURN" }

Estate of { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

I am pleased to enclose draft Estate Accounts for your approval, together with a copy of the accounts for you to retain for your records.

The accounts are set out as follows:

1.

I also enclose a final invoice for this firm's costs, which you will see is included in the accounts as an expense.

Please let me know if you have any queries concerning the Estate Accounts. If approved, I should be grateful if you could sign and return the accounts. I will then be in a position to finalise the administration of the Estate.

I look forward to hearing from you.

Yours sincerely

**{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }**

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Exec 2 DWP Claim Notification

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LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

Your Ref: { MERGEFIELD FW_PROEXEC2_CTD_FWEXEC2_CONTRF }

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

{ IF { MERGEFIELD "FW_PROEXEC2_FWEXEC_2_CO" } = "" "{ MERGEFIELD
FW_PROEXEC2_FWEXEC_2_TITLE } { MERGEFIELD
FW_PROEXEC2_FWEXEC_2_FORE } { MERGEFIELD
FW_PROEXEC2_FWEXEC_2_SURN }" "{ MERGEFIELD
"FW_PROEXEC2_FWEXEC_2_CO" }
{ MERGEFIELD FW_PROEXEC2_FWEXEC_2_TITLE } { MERGEFIELD
FW_PROEXEC2_FWEXEC_2_FORE } { MERGEFIELD
FW_PROEXEC2_FWEXEC_2_SURN }"
{ MERGEFIELD "FW_PROEXEC2_FWEXEC_2_ADDR" }

Dear { MERGEFIELD "FW_PROEXEC2_FWEXEC_2_TITLE" } { MERGEFIELD
"FW_PROEXEC2_FWEXEC_2_SURN" }

Estate of { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

I am writing to advise that I have received a claim against the estate from the Department for Work and Pensions (DWP). I enclose a copy of their letter, to which I have already responded, for your information. I also enclose a copy of my reply and schedule and should be grateful if you could let me know immediately if there is anything else of which you are aware that we should be declaring.

This is a routine check that the DWP quite often make against estates. They will check that the information that { MERGEFIELD FW_PRODCDETS_1_DECEASED_FULLNM } provided to them during their life matches the information that I have supplied and if it does, they will write to advise that they are not taking the claim forward. However, if there is a discrepancy, they may well ask for further information. They may conclude that there has been an overpayment of pension/benefits and can request a repayment from the estate.

Unfortunately, this is likely to delay the distribution of the estate, as they can take some time in processing their claim. The extra work may also result in a slight increase in the costs on this matter. I will write to you as soon as I hear further from the DWP. However, if you do have any queries about this, then please let me know.

Yours sincerely

**{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }**

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Exec 2 DWP Claim Update

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Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:{ MERGEFIELD FW_PROEXEC2_CTD_FWEXEC2_CONTRF }

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

{ IF { MERGEFIELD "FW_PROEXEC2_FWEXEC_2_CO" } = "" "{ MERGEFIELD FW_PROEXEC2_FWEXEC_2_TITLE } { MERGEFIELD FW_PROEXEC2_FWEXEC_2_FORE } { MERGEFIELD FW_PROEXEC2_FWEXEC_2_SURN }" "{ MERGEFIELD "FW_PROEXEC2_FWEXEC_2_CO" } { MERGEFIELD FW_PROEXEC2_FWEXEC_2_TITLE } { MERGEFIELD FW_PROEXEC2_FWEXEC_2_FORE } { MERGEFIELD FW_PROEXEC2_FWEXEC_2_SURN }" }

Dear { MERGEFIELD "FW_PROEXEC2_FWEXEC_2_TITLE" } { MERGEFIELD "FW_PROEXEC2_FWEXEC_2_SURN" }

Estate of { MERGEFIELD FW_PRODDETS 1 DECEASED FULLNM }

I am writing to advise that I have now heard further from the Department for Work and Pensions (DWP) regarding the claim against the estate. They have asked me to obtain various information from the asset holders, so that they can assess the claim in more detail. They are legally entitled to ask for this information. I have written to the asset holders to obtain the relevant information and I will be in contact with you again when the DWP have assessed the claim. This is likely to take some time.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME *UPPER }

Exec 2 Final Letter

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Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

Your Ref:{ MERGEFIELD FW_PROEXEC2_CTD_FWEXEC2_CONTREF }

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

{ IF { MERGEFIELD "FW_PROEXEC2_FWEXEC_2_CO" } = "" "{ MERGEFIELD
FW_PROEXEC2_FWEXEC_2_TITLE } { MERGEFIELD
FW_PROEXEC2_FWEXEC_2_FORE } { MERGEFIELD
FW_PROEXEC2_FWEXEC_2_SURN }" "{ MERGEFIELD
"FW_PROEXEC2_FWEXEC_2_CO" }
{ MERGEFIELD FW_PROEXEC2_FWEXEC_2_TITLE } { MERGEFIELD
FW_PROEXEC2_FWEXEC_2_FORE } { MERGEFIELD
FW_PROEXEC2_FWEXEC_2_SURN }"
{ MERGEFIELD "FW_PROEXEC2_FWEXEC_2_ADDR" }

Dear { MERGEFIELD "FW_PROEXEC2_FWEXEC_2_TITLE" } { MERGEFIELD
"FW_PROEXEC2_FWEXEC_2_SURN" }

Estate of { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

Thank you for returning the signed draft accounts.

I am pleased to advise that I have now finalised the estate and I enclose the final estate accounts for your information. I will shortly be closing our file and placing it in our archive storage system.

I am pleased to confirm that this concludes the administration of the estate. Thank you for your instructions in this matter and please do not hesitate to contact me if I can be of assistance to you in the future.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME *UPPER }

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LTD\\Documents\\OspreyOfficeGateway\\footer.doc"}

Exec 2 Grant Letter

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Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:{ MERGEFIELD FW_PROEXEC2_CTD_FWEXEC2_CONTREF }

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

{ IF { MERGEFIELD "FW_PROEXEC2_FWEXEC_2_CO" } = "" "{ MERGEFIELD FW_PROEXEC2_FWEXEC_2_TITLE } { MERGEFIELD FW_PROEXEC2_FWEXEC_2_FORE } { MERGEFIELD FW_PROEXEC2_FWEXEC_2_SURN }" "{ MERGEFIELD "FW_PROEXEC2_FWEXEC_2_CO" } { MERGEFIELD FW_PROEXEC2_FWEXEC_2_TITLE } { MERGEFIELD FW_PROEXEC2_FWEXEC_2_FORE } { MERGEFIELD FW_PROEXEC2_FWEXEC_2_SURN }" } { MERGEFIELD "FW_PROEXEC2_FWEXEC_2_ADDR" }

Dear { MERGEFIELD "FW_PROEXEC2_FWEXEC_2_TITLE" } { MERGEFIELD "FW_PROEXEC2_FWEXEC_2_SURN" }

Estate of { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

{ IF { MERGEFIELD FW_PRODCDETS_1_FWOUR_INSTR } = "Obtain Grant only" "I am pleased to advise that probate has now been granted and I should therefore be grateful if you could make an appointment to call into the office to collect the grant. This now finalises my work and I enclose an invoice for you to settle when you collect the grant.

Thank you for your instructions on this matter and please do not hesitate to contact me if I can be of assistance to you in the future.

" I am pleased to inform you that I have received the Grant of Representation and I can now proceed with the realisation of the assets and general administration of the estate.

I am taking the opportunity of enclosing a note of my firm's interim costs. You are not required to pay over any sum of money because the invoice can be settled in due course from funds in the estate, when received.

I will be in touch with you again as the administration progresses. However, if you have any queries in the meantime, please do not hesitate to contact me." }

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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Exec 2 Initial Letter

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Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:{ MERGEFIELD FW_PROEXEC2_CTD_FWEXEC2_CONTREF }

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

{ IF { MERGEFIELD "FW_PROEXEC2_FWEXEC_2_CO" } = "" "{ MERGEFIELD FW_PROEXEC2_FWEXEC_2_TITLE } { MERGEFIELD FW_PROEXEC2_FWEXEC_2_FORE } { MERGEFIELD FW_PROEXEC2_FWEXEC_2_SURN }" "{ MERGEFIELD "FW_PROEXEC2_FWEXEC_2_CO" } { MERGEFIELD FW_PROEXEC2_FWEXEC_2_TITLE } { MERGEFIELD FW_PROEXEC2_FWEXEC_2_FORE } { MERGEFIELD FW_PROEXEC2_FWEXEC_2_SURN }" } { MERGEFIELD "FW_PROEXEC2_FWEXEC_2_ADDR" }

Dear { MERGEFIELD "FW_PROEXEC2_FWEXEC_2_TITLE" } { MERGEFIELD "FW_PROEXEC2_FWEXEC_2_SURN" }

Estate of { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

I write further to your recent enquiry regarding the estate of { IF { MERGEFIELD "FW_PROEXEC2_FWDCD_2_RSHP" } = "None" "the late { MERGEFIELD FW_PRODCDETS_1_DECEASED_FULLNM }." "your late { MERGEFIELD "FW_PROEXEC2_FWDCD_2_RSHP" }". I should firstly like to take the opportunity to offer my sincerest sympathy and I hope that I can make things easier for you at this difficult time." }

I confirm that an appointment has been made for you to see me on [*date and time*] at our office at { MERGEFIELD "PRACTICEINFO_HOUSE" }, { MERGEFIELD "PRACTICEINFO_POSTAL_TOWN" }, { MERGEFIELD "PRACTICEINFO_POSTCODE" }.

Please could you bring the following documents to the appointment:

1. Death certificates (generally one certificate per asset)
2. [Original will]
3. [House deeds]
4. Financial documents relating to all assets, including any jointly held assets (e.g. recent bank statements, passbooks, life policy documents, share certificates, bond certificates, investment valuations, premium bonds etc)
5. Documents relating to any liabilities (e.g. recent credit card statements, loan statements, mortgage account statements)
6. Any outstanding bills or details of any likely bills (e.g. funeral account, care home fees, utility bills)
7. Details of any private or occupational pensions
8. The National Insurance Number for { IF { MERGEFIELD "FW_PROEXEC2_FWDCD_2_RSHP" } = "None" "the late { MERGEFIELD FW_PRODCDETS_1_DECEASED_FULLNM }" "your late { MERGEFIELD "FW_PROEXEC2_FWDCD_2_RSHP" }" }
9. Full names and addresses of all beneficiaries of the Will

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10. Identification for you (i.e. (1) a passport or photo driving licence AND (2) a recent bank statement or utility bill)

It would be helpful if you could bring as many of the above documents to the appointment as possible. However, if you are unable to bring all of this, then it will be possible to bring it to the office at a later date.

At this stage you should ensure that the assets are kept secure i.e. [that the house is kept fully locked and alarmed (if appropriate), that you have informed the buildings insurers that the house is now unoccupied and] that any valuable and financial papers are in a safe place.

I look forward to seeing you at the appointment. Please let me know if you have any queries in the meantime.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Exec 2 Reserve Power Letter

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LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

Your Ref:{ MERGEFIELD FW_PROEXEC2_CTD_FWEXEC2_CONTREF }

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

{ IF { MERGEFIELD "FW_PROEXEC2_FWEXEC_2_CO" } = "" "{ MERGEFIELD
FW_PROEXEC2_FWEXEC_2_TITLE } { MERGEFIELD
FW_PROEXEC2_FWEXEC_2_FORE } { MERGEFIELD
FW_PROEXEC2_FWEXEC_2_SURN }" "{ MERGEFIELD
"FW_PROEXEC2_FWEXEC_2_CO" }
{ MERGEFIELD FW_PROEXEC2_FWEXEC_2_TITLE } { MERGEFIELD
FW_PROEXEC2_FWEXEC_2_FORE } { MERGEFIELD
FW_PROEXEC2_FWEXEC_2_SURN }"
{ MERGEFIELD "FW_PROEXEC2_FWEXEC_2_ADDR" }

Dear { MERGEFIELD "FW_PROEXEC2_FWEXEC_2_TITLE" } { MERGEFIELD
"FW_PROEXEC2_FWEXEC_2_SURN" }

Estate of { MERGEFIELD FW_PRODDETS 1 DECEASED FULLNM }

{ IF { MERGEFIELD FW_PROEXEC1_FWPROV_EXEC } = "Yes" "Further to our recent
meeting, concerning the estate of the late { MERGEFIELD "LINKNAME_FORENAME_1" } {
MERGEFIELD "LINKNAME_SURNAME_1" }, I confirm that it was agreed that { IF {
MERGEFIELD "FW_PROEXEC1_FWEXEC1_PROV" } = "Yes" "{ MERGEFIELD
"FW_PROEXEC1_FWEXEC_1_FORE" } { MERGEFIELD
"FW_PROEXEC1_FWEXEC_1_SURN" }" "{ IF { MERGEFIELD
FW_PROEXEC2_FWEXEC2_PROV } = "Yes" "{ MERGEFIELD
"FW_PROEXEC2_FWEXEC_2_FORE" } { MERGEFIELD
"FW_PROEXEC2_FWEXEC_2_SURN" }" "{ IF { MERGEFIELD
FW_PROEXEC3_FWEXEC3_PROV } = "Yes" "{ MERGEFIELD
"FW_PROEXEC3_FWEXEC_3_FORE" } { MERGEFIELD
"FW_PROEXEC3_FWEXEC_3_SURN" }" "" }" } will make the application for the Grant of
Probate in the Estate, with power reserved to you. This means that although you will still be
entitled to take out a Grant, the Grant can be issued in { IF { MERGEFIELD
"FW_PROEXEC1_FWEXEC1_PROV" } = "Yes" "{ MERGEFIELD
"FW_PROEXEC1_FWEXEC_1_FORE" } { MERGEFIELD
"FW_PROEXEC1_FWEXEC_1_SURN" }'s" "{ IF { MERGEFIELD
FW_PROEXEC2_FWEXEC2_PROV } = "Yes" "{ MERGEFIELD
"FW_PROEXEC2_FWEXEC_2_FORE" } { MERGEFIELD
"FW_PROEXEC2_FWEXEC_2_SURN" }'s" "{ IF { MERGEFIELD
FW_PROEXEC3_FWEXEC3_PROV } = "Yes" "{ MERGEFIELD
"FW_PROEXEC3_FWEXEC_3_FORE" } { MERGEFIELD
"FW_PROEXEC3_FWEXEC_3_SURN" }'s" "" }" } sole name for him/her to deal with the
paperwork. The Estate, of course, will be dealt with in accordance with the terms of the will."
"Further to our recent meeting, concerning the estate of the late { MERGEFIELD
"LINKNAME_FORENAME_1" } { MERGEFIELD "LINKNAME_SURNAME_1" }, I confirm
that it was agreed that { MERGEFIELD FW_PROEXEC1_FWEXEC_1_FORE } {
MERGEFIELD FW_PROEXEC1_FWEXEC_1_SURN } and { MERGEFIELD
FW_PROEXEC3_FWEXEC_3_FORE } { MERGEFIELD

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LTD\\Documents\\OspreyOfficeGateway\\footer.doc"}

FW_PROEXEC3_FWEXEC_3_SURN } will make the application for the Grant of Probate in the Estate, with power reserved to you. This means that although you will still be entitled to take out a Grant, the Grant can be issued in their name for them to deal with the paperwork. The Estate, of course, will be dealt with in accordance with the terms of the will." }

I should be grateful if you would confirm that you agree with this arrangement by signing and returning the enclosed copy of this letter.

I look forward to hearing from you but if you have any queries or concerns please do not hesitate to contact me.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Exec 3 Blank Letter

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LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

Your Ref:{ MERGEFIELD FW_PROEXEC3_CTD_FWEXEC3_CONTREF }

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

{ IF { MERGEFIELD "FW_PROEXEC3_FWEXEC_3_CO" } = "" "{ MERGEFIELD
FW_PROEXEC3_FWEXEC_3_TITLE } { MERGEFIELD
FW_PROEXEC3_FWEXEC_3_FORE } { MERGEFIELD
FW_PROEXEC3_FWEXEC_3_SURN }" "{ MERGEFIELD
"FW_PROEXEC3_FWEXEC_3_CO" }
{ MERGEFIELD FW_PROEXEC3_FWEXEC_3_TITLE } { MERGEFIELD
FW_PROEXEC3_FWEXEC_3_FORE } { MERGEFIELD
FW_PROEXEC3_FWEXEC_3_SURN }"}
{ MERGEFIELD "FW_PROEXEC3_FWEXEC_3_ADDR" }

Dear { MERGEFIELD "FW_PROEXEC3_FWEXEC_3_TITLE" } { MERGEFIELD
"FW_PROEXEC3_FWEXEC_3_SURN" }

Estate of { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME *UPPER }

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Exec 3 Client Care Letter

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LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

Your Ref:{ MERGEFIELD FW_PROEXEC3_CTD_FWEXEC3_CONTREF }

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

{ IF { MERGEFIELD "FW_PROEXEC3_FWEXEC_3_CO" } = "" "{ MERGEFIELD
FW_PROEXEC3_FWEXEC_3_TITLE } { MERGEFIELD
FW_PROEXEC3_FWEXEC_3_FORE } { MERGEFIELD
FW_PROEXEC3_FWEXEC_3_SURN }" "{ MERGEFIELD
"FW_PROEXEC3_FWEXEC_3_CO" }
{ MERGEFIELD FW_PROEXEC3_FWEXEC_3_TITLE } { MERGEFIELD
FW_PROEXEC3_FWEXEC_3_FORE } { MERGEFIELD
FW_PROEXEC3_FWEXEC_3_SURN }"
{ MERGEFIELD "FW_PROEXEC3_FWEXEC_3_ADDR" }

Dear { MERGEFIELD "FW_PROEXEC3_FWEXEC_3_TITLE" } { MERGEFIELD
"FW_PROEXEC3_FWEXEC_3_SURN" }

Estate of { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

Thank you for instructing this firm to obtain a Grant of Representation and deal with the administration of the estate of the above named deceased. We will do everything we can to ensure that it proceeds as smoothly and as quickly as possible. It may be helpful to you to have the following information about our terms of business.

Responsibility for the work

Your matter will be conducted by { MERGEFIELD
"CALCULATION_FEE_EARNER_DESCRIPTION" } who is a { MERGEFIELD
"CALCULATION_STATUS_DESCRIPTION" } of the firm. Please do not hesitate to contact *him/her* if you wish to discuss any aspect of the matter or if a problem or query arises. The partner with ultimate responsibility for your matter is { MERGEFIELD
"CALCULATION_EXECUTIVE_NAME" }.

Problems

Our experience is that problems or complaints arise as a result of the lack of proper communication or understanding of the action we are taking on your behalf and we hope that this information will help you to identify your course of action if there is problem.

Whilst we aim to offer all our clients an efficient and effective service, and we are confident that we will do so in this case, you can always address any problem which may arise to

Fees

Costs on this matter

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Payment of costs

It is our normal practice to ask clients to make payments on account of costs and payments to be made on your behalf. It is helpful if you meet these requests promptly, but if there is any difficulty please let us know.

In matters which may last some time, we may deliver interim bills to you at regular intervals for the work carried out during the conduct of the matter, Not only does this assist our cash flow but it also enable you to budget for costs (if appropriate) and you will not be facing a large bill at the conclusion of the matter. We are sure that you will understand that in the event of a payment not being made, we reserve the right to decline to act further and that the full amount of work done up to that date will be charged to you.

With respect to probate matters, it is our practice to issue an interim bill upon receipt of the Grant of Probate and we would normally settle the invoice from funds in the estate when received, unless there was likely to be a considerable delay in receiving funds.

Accounts are due and payable on presentation of our bill. Interest will be charged on accounts that are not paid within that time at a rate equivalent to the statutory court interest rate, currently

% . Interest will accrue until the account is paid in full.

File Storage

The file of probate papers will be stored by this firm for 12 years following finalisation of the administration of the estate. After that time, it will be disposed of securely.

Regulatory information

Sometimes Wills and Probate work involves investments. We are not authorised by the Financial Services Authority and so may refer you to someone who is authorised to provide any necessary advice. However, we can provide certain limited services in relation to investments, provided they are closely linked with the legal services we are providing to you, as we are regulated by the Solicitors Regulatory Authority.

If you have any problem with the service we have provided for you then please let us know. We will try to resolve any problem quickly and operate an internal complaints handling system to help us to resolve the problem between ourselves. If for any reason we are unable to resolve the problem between us, then the Solicitors Regulation Authority and the Legal Complaints Service provide complaints and redress mechanisms.

The Law Society is a designated professional body for the purposes of the Financial Services and Markets Act 2000 but responsibility for regulation and complaints handling has been separated from the Law Society's representative functions. The Solicitors Regulation Authority is the independent regulatory body of the Law Society and the Legal Complaints Service is the independent complaints handling body of the Law Society.

This firm is not authorised by the Financial Services Authority. However we are included on

the register maintained by the Financial Services Authority so we can carry on insurance mediation activity, which is broadly the advising on, selling and administration of insurance contracts. This part of our business, including arrangements for complaints of redress if something goes wrong, is regulated by the Solicitors Regulatory Authority. The register can be accessed via the Financial Services Authority website at { HYPERLINK "http://www.fsx.gov.uk/register" }.

Agreement

We should be grateful if you could sign the extra copy of this letter and return it to us as confirmation of your instructions. This will mean that the hourly charge rate, as set out above, will be fixed subject to variation as detailed above. Given this agreement, your rights to challenge this rate in future will be restricted.

Thank you for taking the time to read this letter.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Exec 3 Cover Letter for Client Care

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Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

Your Ref:{ MERGEFIELD FW_PROEXEC3_CTD_FWEXEC3_CONTREF }

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

{ IF { MERGEFIELD "FW_PROEXEC3_FWEXEC_3_CO" } = "" "{ MERGEFIELD
FW_PROEXEC3_FWEXEC_3_TITLE } { MERGEFIELD
FW_PROEXEC3_FWEXEC_3_FORE } { MERGEFIELD
FW_PROEXEC3_FWEXEC_3_SURN }" "{ MERGEFIELD
"FW_PROEXEC3_FWEXEC_3_CO" }
{ MERGEFIELD FW_PROEXEC3_FWEXEC_3_TITLE } { MERGEFIELD
FW_PROEXEC3_FWEXEC_3_FORE } { MERGEFIELD
FW_PROEXEC3_FWEXEC_3_SURN }"
{ MERGEFIELD "FW_PROEXEC3_FWEXEC_3_ADDR" }

Dear { MERGEFIELD "FW_PROEXEC3_FWEXEC_3_TITLE" } { MERGEFIELD
"FW_PROEXEC3_FWEXEC_3_SURN" }

Estate of { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

Further to our recent meeting, I confirm that I have now written to the various asset holders and creditors and await the information I need in order to prepare the necessary papers.

The administration of an estate can be a fairly lengthy process and depends to a large extent on the efficiency of all the various organisations with whom we have to deal. It can therefore be quite difficult to predict how long it is likely to take. However, to give you an idea of the time scales involved, I would hope to be in a position to apply for probate within * to * weeks and deal with the administration of the estate within * to * months of receipt of the grant of probate, [although this does depend on how quickly the house sale progresses].

I should be grateful if you could let me know if you make any payments on behalf of the estate or if you receive any monies in connection with the estate, so that I can record this in the estate accounts and reimburse you if appropriate.

I enclose a Client Care letter together with a copy letter. Please read through the letter then sign and return the copy in the enclosed prepaid envelope as soon as possible.

Finally, I would like to take this opportunity to thank you for your instructions in this matter.

Yours sincerely

**{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }**

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Exec 3 Draft App for Signature

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LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

Your Ref:{ MERGEFIELD FW_PROEXEC3_CTD_FWEXEC3_CONTREF }

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

{ IF { MERGEFIELD "FW_PROEXEC3_FWEXEC_3_CO" } = "" "{ MERGEFIELD
FW_PROEXEC3_FWEXEC_3_TITLE } { MERGEFIELD
FW_PROEXEC3_FWEXEC_3_FORE } { MERGEFIELD
FW_PROEXEC3_FWEXEC_3_SURN }" "{ MERGEFIELD
"FW_PROEXEC3_FWEXEC_3_CO" }
{ MERGEFIELD FW_PROEXEC3_FWEXEC_3_TITLE } { MERGEFIELD
FW_PROEXEC3_FWEXEC_3_FORE } { MERGEFIELD
FW_PROEXEC3_FWEXEC_3_SURN }"}
{ MERGEFIELD "FW_PROEXEC3_FWEXEC_3_ADDR" }

Dear { MERGEFIELD "FW_PROEXEC3_FWEXEC_3_TITLE" } { MERGEFIELD
"FW_PROEXEC3_FWEXEC_3_SURN" }

Estate of { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

I am pleased to let you know that the probate papers are now ready for your approval and signature.

I enclose a Schedule of Assets and Liabilities as at the date of death, for your information. I also enclose the draft probate papers, which includes the inheritance tax return. The inheritance tax form must be submitted with the application for the Grant of Probate [although there is no inheritance tax to pay on this estate].

Please check the documents carefully and if you are happy with them, please sign where indicated and return to me.

I look forward to hearing from you in due course.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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Exec 3 Draft Estate Accounts

Letter

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Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:{ MERGEFIELD FW_PROEXEC3_CTD_FWEXEC3_CONTREF }

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

{ IF { MERGEFIELD "FW_PROEXEC3_FWEXEC_3_CO" } = "" "{ MERGEFIELD FW_PROEXEC3_FWEXEC_3_TITLE } { MERGEFIELD FW_PROEXEC3_FWEXEC_3_FORE } { MERGEFIELD FW_PROEXEC3_FWEXEC_3_SURN }" "{ MERGEFIELD "FW_PROEXEC3_FWEXEC_3_CO" } { MERGEFIELD FW_PROEXEC3_FWEXEC_3_TITLE } { MERGEFIELD FW_PROEXEC3_FWEXEC_3_FORE } { MERGEFIELD FW_PROEXEC3_FWEXEC_3_SURN }" }

Dear { MERGEFIELD "FW_PROEXEC3_FWEXEC_3_TITLE" } { MERGEFIELD "FW_PROEXEC3_FWEXEC_3_SURN" }

Estate of { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

I am pleased to enclose draft Estate Accounts for your approval, together with a copy of the accounts for you to retain for your records.

The accounts are set out as follows:

1.

I also enclose a final invoice for this firm's costs, which you will see is included in the accounts as an expense.

Please let me know if you have any queries concerning the Estate Accounts. If approved, I should be grateful if you could sign and return the accounts. I will then be in a position to finalise the administration of the Estate.

I look forward to hearing from you.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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Exec 3 DWP Claim Notification

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Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:{ MERGEFIELD FW_PROEXEC3_CTD_FWEXEC3_CONTREF }

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

{ IF { MERGEFIELD "FW_PROEXEC3_FWEXEC_3_CO" } = "" "{ MERGEFIELD FW_PROEXEC3_FWEXEC_3_TITLE } { MERGEFIELD FW_PROEXEC3_FWEXEC_3_FORE } { MERGEFIELD FW_PROEXEC3_FWEXEC_3_SURN }" "{ MERGEFIELD "FW_PROEXEC3_FWEXEC_3_CO" } { MERGEFIELD FW_PROEXEC3_FWEXEC_3_TITLE } { MERGEFIELD FW_PROEXEC3_FWEXEC_3_FORE } { MERGEFIELD FW_PROEXEC3_FWEXEC_3_SURN }" } { MERGEFIELD "FW_PROEXEC3_FWEXEC_3_ADDR" }

Dear { MERGEFIELD "FW_PROEXEC3_FWEXEC_3_TITLE" } { MERGEFIELD "FW_PROEXEC3_FWEXEC_3_SURN" }

Estate of { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

I am writing to advise that I have received a claim against the estate from the Department for Work and Pensions (DWP). I enclose a copy of their letter, to which I have already responded, for your information. I also enclose a copy of my reply and schedule and should be grateful if you could let me know immediately if there is anything else of which you are aware that we should be declaring.

This is a routine check that the DWP quite often make against estates. They will check that the information that { MERGEFIELD FW_PRODCDETS_1_DECEASED_FULLNM } provided to them during their life matches the information that I have supplied and if it does, they will write to advise that they are not taking the claim forward. However, if there is a discrepancy, they may well ask for further information. They may conclude that there has been an overpayment of pension/benefits and can request a repayment from the estate.

Unfortunately, this is likely to delay the distribution of the estate, as they can take some time in processing their claim. The extra work may also result in a slight increase in the costs on this matter. I will write to you as soon as I hear further from the DWP. However, if you do have any queries about this, then please let me know.

Yours sincerely

**{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }**

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Exec 3 DWP Claim Notification

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LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

Your Ref:{ MERGEFIELD FW_PROEXEC3_CTD_FWEXEC3_CONTREF }

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

{ IF { MERGEFIELD "FW_PROEXEC3_FWEXEC_3_CO" } = "" "{ MERGEFIELD
FW_PROEXEC3_FWEXEC_3_TITLE } { MERGEFIELD
FW_PROEXEC3_FWEXEC_3_FORE } { MERGEFIELD
FW_PROEXEC3_FWEXEC_3_SURN }" "{ MERGEFIELD
"FW_PROEXEC3_FWEXEC_3_CO" }
{ MERGEFIELD FW_PROEXEC3_FWEXEC_3_TITLE } { MERGEFIELD
FW_PROEXEC3_FWEXEC_3_FORE } { MERGEFIELD
FW_PROEXEC3_FWEXEC_3_SURN }"
{ MERGEFIELD "FW_PROEXEC3_FWEXEC_3_ADDR" }

Dear { MERGEFIELD "FW_PROEXEC3_FWEXEC_3_TITLE" } { MERGEFIELD
"FW_PROEXEC3_FWEXEC_3_SURN" }

Estate of { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

I am writing to advise that I have now heard further from the Department for Work and Pensions (DWP) regarding the claim against the estate. They have asked me to obtain various information from the asset holders, so that they can assess the claim in more detail. They are legally entitled to ask for this information. I have written to the asset holders to obtain the relevant information and I will be in contact with you again when the DWP have assessed the claim. This is likely to take some time.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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Exec 3 Final Letter

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LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

Your Ref:{ MERGEFIELD FW_PROEXEC3_CTD_FWEXEC3_CONTRF }

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

{ IF { MERGEFIELD "FW_PROEXEC3_FWEXEC_3_CO" } = "" "{ MERGEFIELD
FW_PROEXEC3_FWEXEC_3_TITLE } { MERGEFIELD
FW_PROEXEC3_FWEXEC_3_FORE } { MERGEFIELD
FW_PROEXEC3_FWEXEC_3_SURN }" "{ MERGEFIELD
"FW_PROEXEC3_FWEXEC_3_CO" }
{ MERGEFIELD FW_PROEXEC3_FWEXEC_3_TITLE } { MERGEFIELD
FW_PROEXEC3_FWEXEC_3_FORE } { MERGEFIELD
FW_PROEXEC3_FWEXEC_3_SURN }"
{ MERGEFIELD "FW_PROEXEC3_FWEXEC_3_ADDR" }

Dear { MERGEFIELD "FW_PROEXEC3_FWEXEC_3_TITLE" } { MERGEFIELD
"FW_PROEXEC3_FWEXEC_3_SURN" }

Estate of { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

Thank you for returning the signed draft accounts.

I am pleased to advise that I have now finalised the estate and I enclose the final estate accounts for your information. I will shortly be closing our file and placing it in our archive storage system.

I am pleased to confirm that this concludes the administration of the estate. Thank you for your instructions in this matter and please do not hesitate to contact me if I can be of assistance to you in the future.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME *UPPER }

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LTD\\Documents\\OspreyOfficeGateway\\footer.doc"}

Exec 3 Grant Letter

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Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:{ MERGEFIELD FW_PROEXEC3_CTD_FWEXEC3_CONTREF }

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

{ IF { MERGEFIELD "FW_PROEXEC3_FWEXEC_3_CO" } = "" "{ MERGEFIELD FW_PROEXEC3_FWEXEC_3_TITLE } { MERGEFIELD FW_PROEXEC3_FWEXEC_3_FORE } { MERGEFIELD FW_PROEXEC3_FWEXEC_3_SURN }" "{ MERGEFIELD "FW_PROEXEC3_FWEXEC_3_CO" } { MERGEFIELD FW_PROEXEC3_FWEXEC_3_TITLE } { MERGEFIELD FW_PROEXEC3_FWEXEC_3_FORE } { MERGEFIELD FW_PROEXEC3_FWEXEC_3_SURN }" } { MERGEFIELD "FW_PROEXEC3_FWEXEC_3_ADDR" }

Dear { MERGEFIELD "FW_PROEXEC3_FWEXEC_3_TITLE" } { MERGEFIELD "FW_PROEXEC3_FWEXEC_3_SURN" }

Estate of { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

{ IF { MERGEFIELD FW_PRODCDETS_1_FWOUR_INSTR } = "Obtain Grant only" "I am pleased to advise that probate has now been granted and I should therefore be grateful if you could make an appointment to call into the office to collect the grant. This now finalises my work and I enclose an invoice for you to settle when you collect the grant.

Thank you for your instructions on this matter and please do not hesitate to contact me if I can be of assistance to you in the future.

" I am pleased to inform you that I have received the Grant of Representation and I can now proceed with the realisation of the assets and general administration of the estate.

I am taking the opportunity of enclosing a note of my firm's interim costs. You are not required to pay over any sum of money because the invoice can be settled in due course from funds in the estate, when received.

I will be in touch with you again as the administration progresses. However, if you have any queries in the meantime, please do not hesitate to contact me." }

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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Exec 3 Initial Letter

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Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:{ MERGEFIELD FW_PROEXEC3_CTD_FWEXEC3_CONTREF }

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

{ IF { MERGEFIELD "FW_PROEXEC3_FWEXEC_3_CO" } = "" "{ MERGEFIELD FW_PROEXEC3_FWEXEC_3_TITLE } { MERGEFIELD FW_PROEXEC3_FWEXEC_3_FORE } { MERGEFIELD FW_PROEXEC3_FWEXEC_3_SURN }" "{ MERGEFIELD "FW_PROEXEC3_FWEXEC_3_CO" } { MERGEFIELD FW_PROEXEC3_FWEXEC_3_TITLE } { MERGEFIELD FW_PROEXEC3_FWEXEC_3_FORE } { MERGEFIELD FW_PROEXEC3_FWEXEC_3_SURN }" } { MERGEFIELD "FW_PROEXEC3_FWEXEC_3_ADDR" }

Dear { MERGEFIELD "FW_PROEXEC3_FWEXEC_3_TITLE" } { MERGEFIELD "FW_PROEXEC3_FWEXEC_3_SURN" }

Estate of { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

I write further to your recent enquiry regarding the estate of { IF { MERGEFIELD "FW_PROEXEC3_FWDCD_3_RSHP" } = "None" "the late { MERGEFIELD FW_PRODCDETS_1_DECEASED_FULLNM }." "your late { MERGEFIELD "FW_PROEXEC3_FWDCD_3_RSHP" }". I should firstly like to take the opportunity to offer my sincerest sympathy and I hope that I can make things easier for you at this difficult time." }

I confirm that an appointment has been made for you to see me on [*date and time*] at our office at { MERGEFIELD "PRACTICEINFO_HOUSE" }, { MERGEFIELD "PRACTICEINFO_POSTAL_TOWN" }, { MERGEFIELD "PRACTICEINFO_POSTCODE" }.

Please could you bring the following documents to the appointment:

1. Death certificates (generally one certificate per asset)
2. [Original will]
3. [House deeds]
4. Financial documents relating to all assets, including any jointly held assets (e.g. recent bank statements, passbooks, life policy documents, share certificates, bond certificates, investment valuations, premium bonds etc)
5. Documents relating to any liabilities (e.g. recent credit card statements, loan statements, mortgage account statements)
6. Any outstanding bills or details of any likely bills (e.g. funeral account, care home fees, utility bills)
7. Details of any private or occupational pensions
8. The National Insurance Number for { IF { MERGEFIELD "FW_PROEXEC3_FWDCD_3_RSHP" } = "None" "the late { MERGEFIELD FW_PRODCDETS_1_DECEASED_FULLNM }" "your late { MERGEFIELD "FW_PROEXEC3_FWDCD_3_RSHP" }" }
9. Full names and addresses of all beneficiaries of the Will

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10. Identification for you (i.e. (1) a passport or photo driving licence AND (2) a recent bank statement or utility bill)

It would be helpful if you could bring as many of the above documents to the appointment as possible. However, if you are unable to bring all of this, then it will be possible to bring it to the office at a later date.

At this stage you should ensure that the assets are kept secure i.e. [that the house is kept fully locked and alarmed (if appropriate), that you have informed the buildings insurers that the house is now unoccupied and] that any valuable and financial papers are in a safe place.

I look forward to seeing you at the appointment. Please let me know if you have any queries in the meantime.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Exec 3 Reserve Power Letter

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LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

Your Ref:{ MERGEFIELD FW_PROEXEC3_CTD_FWEXEC3_CONTREF }

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

{ IF { MERGEFIELD "FW_PROEXEC3_FWEXEC_3_CO" } = "" "{ MERGEFIELD
FW_PROEXEC3_FWEXEC_3_TITLE } { MERGEFIELD
FW_PROEXEC3_FWEXEC_3_FORE } { MERGEFIELD
FW_PROEXEC3_FWEXEC_3_SURN }" "{ MERGEFIELD
"FW_PROEXEC3_FWEXEC_3_CO" }
{ MERGEFIELD FW_PROEXEC3_FWEXEC_3_TITLE } { MERGEFIELD
FW_PROEXEC3_FWEXEC_3_FORE } { MERGEFIELD
FW_PROEXEC3_FWEXEC_3_SURN }"
{ MERGEFIELD "FW_PROEXEC3_FWEXEC_3_ADDR" }

Dear { MERGEFIELD "FW_PROEXEC3_FWEXEC_3_TITLE" } { MERGEFIELD
"FW_PROEXEC3_FWEXEC_3_SURN" }

Estate of { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

{ IF { MERGEFIELD FW_PROEXEC1_FWPROV_EXEC } = "Yes" "Further to our recent
meeting, concerning the estate of the late { MERGEFIELD "LINKNAME_FORENAME_1" } {
MERGEFIELD "LINKNAME_SURNAME_1" }, I confirm that it was agreed that { IF {
MERGEFIELD "FW_PROEXEC1_FWEXEC1_PROV" } = "Yes" "{ MERGEFIELD
"FW_PROEXEC1_FWEXEC_1_FORE" } { MERGEFIELD
"FW_PROEXEC1_FWEXEC_1_SURN" }" "{ IF { MERGEFIELD
FW_PROEXEC2_FWEXEC2_PROV } = "Yes" "{ MERGEFIELD
"FW_PROEXEC2_FWEXEC_2_FORE" } { MERGEFIELD
"FW_PROEXEC2_FWEXEC_2_SURN" }" "{ IF { MERGEFIELD
FW_PROEXEC3_FWEXEC3_PROV } = "Yes" "{ MERGEFIELD
"FW_PROEXEC3_FWEXEC_3_FORE" } { MERGEFIELD
"FW_PROEXEC3_FWEXEC_3_SURN" }" "" }" } will make the application for the Grant of
Probate in the Estate, with power reserved to you. This means that although you will still be
entitled to take out a Grant, the Grant can be issued in { IF { MERGEFIELD
"FW_PROEXEC1_FWEXEC1_PROV" } = "Yes" "{ MERGEFIELD
"FW_PROEXEC1_FWEXEC_1_FORE" } { MERGEFIELD
"FW_PROEXEC1_FWEXEC_1_SURN" }'s" "{ IF { MERGEFIELD
FW_PROEXEC2_FWEXEC2_PROV } = "Yes" "{ MERGEFIELD
"FW_PROEXEC2_FWEXEC_2_FORE" } { MERGEFIELD
"FW_PROEXEC2_FWEXEC_2_SURN" }'s" "{ IF { MERGEFIELD
FW_PROEXEC3_FWEXEC3_PROV } = "Yes" "{ MERGEFIELD
"FW_PROEXEC3_FWEXEC_3_FORE" } { MERGEFIELD
"FW_PROEXEC3_FWEXEC_3_SURN" }'s" "" }" } sole name for him/her to deal with the
paperwork. The Estate, of course, will be dealt with in accordance with the terms of the will."
"Further to our recent meeting, concerning the estate of the late { MERGEFIELD
"LINKNAME_FORENAME_1" } { MERGEFIELD "LINKNAME_SURNAME_1" }, I confirm
that it was agreed that { MERGEFIELD FW_PROEXEC1_FWEXEC_1_FORE } {
MERGEFIELD FW_PROEXEC1_FWEXEC_1_SURN } and { MERGEFIELD
FW_PROEXEC2_FWEXEC_2_FORE }

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LTD\\Documents\\OspreyOfficeGateway\\footer.doc"}

FW_PROEXEC2_FWEXEC_2_SURN } will make the application for the Grant of Probate in the Estate, with power reserved to you. This means that although you will still be entitled to take out a Grant, the Grant can be issued in their name for them to deal with the paperwork. The Estate, of course, will be dealt with in accordance with the terms of the will." }

I should be grateful if you would confirm that you agree with this arrangement by signing and returning the enclosed copy of this letter.

I look forward to hearing from you but if you have any queries or concerns please do not hesitate to contact me.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Funeral Director Blank Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

Your Ref: { MERGEFIELD FW_PRO_CRED_FNL_FWFNRL_DIR_REF }

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

{ MERGEFIELD "FW_PRO_CRED_FNL_FWFNRL_DIR_name" }
{ MERGEFIELD "FW_PRO_CRED_FNL_FWFNRL_DIR_address" }

Dear Sirs

Deceased: { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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LTD\\Documents\\OspreyOfficeGateway\\footer.doc"}

Funeral Director Settlement Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref: { MERGEFIELD FW_PRO_CRED_FNL_FWFNRL_DIR_REF }

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

{ MERGEFIELD "FW_PRO_CRED_FNL_FWFNRL_DIR_name" }
{ MERGEFIELD "FW_PRO_CRED_FNL_FWFNRL_DIR_address" }

Dear Sirs

Deceased: { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

We enclose a cheque in the sum of £{ MERGEFIELD FW_PRO_CRED_FNL_FWFNRL_COST } in settlement of the above invoice. We should be grateful if you could confirm receipt.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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Gas Provider Blank Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

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

{ MERGEFIELD "FW_PROUTILITIES_FWGAS_PRVDR_name" }
{ MERGEFIELD "FW_PROUTILITIES_FWGAS_PRVDR_address" }

Dear Sirs

<u>Deceased:</u>	<u>{ MERGEFIELD FW PRODCDETS 1 DECEASED FULLNM }</u>
<u>Account/Customer number:</u>	<u>{ MERGEFIELD "FW_PROUTILITIES_FWGAS AC NO" }</u>
<u>Address:</u>	<u>{ 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" } { MERGEFIELD "FW PRODCDETS 1 FWDCD DT DTH" }</u>
<u>Date of Death:</u>	<u>{ MERGEFIELD "FW PRODCDETS 1 FWDCD DT DTH" }</u>

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME *UPPER }

Gas Provider Notification Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

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

{ MERGEFIELD "FW_PROUTILITIES_FWGAS_PRVDR_name" }
{ MERGEFIELD "FW_PROUTILITIES_FWGAS_PRVDR_address" }

Dear Sirs

<u>Deceased:</u>	<u>{ MERGEFIELD FW PRODCDETS 1 DECEASED FULLNM }</u>
<u>Account/Customer number:</u>	<u>{ MERGEFIELD "FW_PROUTILITIES_FWGAS AC NO" }</u>
<u>Address:</u>	<u>{ 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" } <u>Date of Death:</u> <u>{ MERGEFIELD "FW PRODCDETS 1 FWDCD DT DTH" }</u></u>

We are instructed by the personal representatives of the above named deceased to apply for a Grant of Representation and deal with the administration of the estate.

We note that the deceased held the above account with you. Please note that the property will be put on the market for sale in due course and this is likely to take some time. In the circumstances, we should be grateful if you could leave the service on and put a hold on the account. We confirm that the account will be dealt with when the deceased's assets are available for payment of debts.

Please note that we have now registered the death with all banks and building societies and the accounts are now frozen, so any direct debits that you may have been receiving will now cease.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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LTD\\Documents\\OspreyOfficeGateway\\footer.doc"}

Gazette Blank Letter

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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" } }

London Gazette Office
HMSO Publications Centre
PO Box 7923
LONDON
SE1 5HZ

Dear Sirs

DECEASED: { MERGEFIELD FW_PRODCDDETS_1_DECEASED_FULLNM }

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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Gazette Notification Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

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

London Gazette Office
HMSO Publications Centre
PO Box 7923
LONDON
SE1 5HZ

Dear Sirs

DECEASED: { MERGEFIELD FW_PRODCDETS_1_DECEASED_FULLNM }

Please place a Section 27 Trustee Act Notice in the next edition of the London Gazette. We
enclose a cheque in the sum of £* in respect of the cost of the Notice.

We look forward to receiving a copy London Gazette with the enclosed Notice inserted.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }
Enc

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LTD\\Documents\\OspreyOfficeGateway\\footer.doc"}

PARTICULARS OF ADVERTISEMENT

Pursuant to s.27 of the Trustee Act 1925

Name of Deceased: { MERGEFIELD FW_PRODCDDETS_1_DECEASED_FULLNM }

Address: { MERGEFIELD
FW_PRODCDDETS_1_FWDCD
_PRV_ADD1 }
{ MERGEFIELD
FW_PRODCDDETS_1_FWDCD
_PRV_ADD2 }
{ MERGEFIELD
FW_PRODCDDETS_1_FWDCD
_PRV_ADD3 }
{ MERGEFIELD
FW_PRODCDDETS_1_FWDCD
_PRV_ADDPC }

Description

Date of Death: { MERGEFIELD
FW_PRODCDDETS_1_FWDCD
_DT_DTH \@ "d" *Ordinal } {
MERGEFIELD
FW_PRODCDDETS_1_FWDCD
_DT_DTH \@ "MMMM yyyy" }

Name and Address of person to whom notices of claim are to be given

{ MERGEFIELD
"PRACTICEINFO_PRACTICE_
NAME" },
{ MERGEFIELD
"PRACTICEINFO_HOUSE" },
{ MERGEFIELD
"PRACTICEINFO_POSTAL_TO
WN" },
{ MERGEFIELD
"PRACTICEINFO_POSTCODE"
}

Name of Executor [or Administrator]:

{ IF { MERGEFIELD
FW_PROEXEC1_FWEXEC_1_
CO } <> "" "{ MERGEFIELD
FW_PROEXEC1_FWEXEC_1_
CO }" "{ MERGEFIELD
FW_PROEXEC1_FWEXEC_1_
FORE } { MERGEFIELD
FW_PROEXEC1_FWEXEC_1_
SURN }" }
{ IF { MERGEFIELD
FW_PROEXEC2_FWEXEC_2_
CO } <> "" "{ MERGEFIELD
FW_PROEXEC2_FWEXEC_2_
CO }" "{ MERGEFIELD

```
FW_PROEXEC2_FWEXEC_2_
FORE } { MERGEFIELD
FW_PROEXEC2_FWEXEC_2_
SURN}"}
{ IF { MERGEFIELD
FW_PROEXEC3_FWEXEC_3_
CO }<> "" "{ MERGEFIELD
FW_PROEXEC3_FWEXEC_3_
CO }" "{ MERGEFIELD
FW_PROEXEC3_FWEXEC_3_
FORE } { MERGEFIELD
FW_PROEXEC3_FWEXEC_3_
SURN}"} }
```

Date before which notices of claim are to be given:

* Signed

Address { MERGEFIELD
"PRACTICEINFO_PRACTICE_
NAME" },
{ MERGEFIELD
"PRACTICEINFO_HOUSE" },
{ MERGEFIELD
"PRACTICEINFO_POSTAL_TO
WN" },
{ MERGEFIELD
"PRACTICEINFO_POSTCODE"
}

Capacity Solicitor of the Supreme Court

HMRC (IHT) Blank Letter

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LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

Your Ref:

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

Inheritance Tax
HMRC
BX9 1HT
United Kingdom

Dear Sirs

<u>Deceased:</u>	<u>{ MERGEFIELD FW PRODCDETS 1 DECEASED FULLNM }</u>
<u>National Insurance Number:</u>	<u>{ MERGEFIELD FW PRODCDETS 1 FW NINUMBER }</u>
<u>Date of Death:</u>	<u>{ _____ MERGEFIELD FW PRODCDETS 1 FWDCD DT DTH \\@"d" *Ordinal _____ } { _____ MERGEFIELD FW PRODCDETS 1 FWDCD DT DTH \\@"MMMM yyyy" }</u>

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME *UPPER }

HMRC (IHT) Send IHT Papers

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

Your Ref:

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

Inheritance Tax
HMRC
BX9 1HT
United Kingdom

Dear Sirs

<u>Deceased:</u>	<u>{ MERGEFIELD FW PRODCDETS 1 DECEASED FULLNM }</u>
<u>National Insurance Number:</u>	<u>{ MERGEFIELD FW PRODCDETS 1 FW NINUMBER }</u>
<u>Date of Death:</u>	<u>{ _____ MERGEFIELD FW PRODCDETS 1 FWDCD DT DTH \\@"d" *Ordinal _____ } { _____ MERGEFIELD FW PRODCDETS 1 FWDCD DT DTH \\@"MMMM yyyy" }</u>

Find enclosed IHT forms in the above estate. I have arranged to make [I enclose a cheque in
] payment of the Inheritance tax due.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME *UPPER }

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LTD\\Documents\\OspreyOfficeGateway\\footer.doc"}

HMRC Blank Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

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_FWINLAND_REV_name" }
{ MERGEFIELD "FW_PRO_PROFBODS_FWINLAND_REV_address" }

Dear Sirs

<u>Deceased:</u>	<u>{ MERGEFIELD FW PRODCDETS 1 DECEASED FULLNM }</u>
<u>National Insurance Number:</u>	<u>{ MERGEFIELD FW PRODCDETS 1 FW NINUMBER }</u>
<u>Address:</u>	<u>{ 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 }</u>
<u>Date of Death:</u>	<u>{ MERGEFIELD FW PRODCDETS 1 FWDCD DT DTH \@"d"*Ordinal } { MERGEFIELD FW PRODCDETS 1 FWDCD DT DTH \@"MMMM yyyy" }</u>

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

HMRC Paying Admin Income Tax

Due

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

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_FWINLAND_REV_name" }
{ MERGEFIELD "FW_PRO_PROFBODS_FWINLAND_REV_address" }

Dear Sirs

<u>Deceased:</u>	<u>{ MERGEFIELD FW PRODCDETS 1 DECEASED FULLNM }</u>
<u>National Insurance Number:</u>	<u>{ MERGEFIELD FW PRODCDETS 1 FW NINUMBER }</u>
<u>Address:</u>	<u>{ 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 }</u>
<u>Date of Death:</u>	<u>{ MERGEFIELD FW PRODCDETS 1 FWDCD DT DTH \@"d"*Ordinal } { MERGEFIELD FW PRODCDETS 1 FWDCD DT DTH \@"MMMM yyyy" }</u>

We are finalising the administration of the estate of the above named deceased and enclosed a cheque made payable to HMRC in the sum of £* in settlement of the income tax liability payable during the administration period.

The income tax has been calculated as follows:

Tax Year:

Source:	Grs Interest:	Tax Due:
	£	£

We look forward to receiving confirmation from you that { MERGEFIELD FW_PRODCDETS_1_DECEASED_FULLNM }'s affairs have been settled to the date of death and that you accept the payment now made in respect of the administration period.

Yours faithfully

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{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

HMRC Paying Income Tax due

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LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

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_FWINLAND_REV_name" }
{ MERGEFIELD "FW_PRO_PROFBODS_FWINLAND_REV_address" }

Dear Sirs

<u>Deceased:</u>	<u>{ MERGEFIELD FW PRODCDETS 1 DECEASED FULLNM }</u>
<u>National Insurance Number:</u>	<u>{ MERGEFIELD FW PRODCDETS 1 FW NINUMBER }</u>
<u>Address:</u>	<u>{ 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 }</u>
<u>Date of Death:</u>	<u>{ _____ MERGEFIELD FW PRODCDETS 1 FWDCD DT DTH \@ "d"*Ordinal _____ } { _____ MERGEFIELD FW PRODCDETS 1 FWDCD DT DTH \@ "MMMM yyyy" }</u>

Further to your recent correspondence, [please find enclosed cheque in][we have made arrangements to make] payment of the income tax due in the above estate to the date of death.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

HMRC Return Self Assessment

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

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_FWINLAND_REV_name" }
{ MERGEFIELD "FW_PRO_PROFBODS_FWINLAND_REV_address" }

Dear Sirs

<u>Deceased:</u>	<u>{ MERGEFIELD FW PRODCDETS 1 DECEASED FULLNM }</u>
<u>National Insurance Number:</u>	<u>{ MERGEFIELD FW PRODCDETS 1 FW NINUMBER }</u>
<u>Address:</u>	<u>{ 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 }</u>
<u>Date of Death:</u>	<u>{ MERGEFIELD FW PRODCDETS 1 FWDCD DT DTH \@"d"*Ordinal } { MERGEFIELD FW PRODCDETS 1 FWDCD DT DTH \@"MMMM yyyy" }</u>

Please find enclosed completed self-assessment for the above named deceased as requested.

We look forward to hearing from you in due course with details of tax due.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

HMRC Tax Return Enquiry

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LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

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_FWINLAND_REV_name" }
{ MERGEFIELD "FW_PRO_PROFBODS_FWINLAND_REV_address" }

Dear Sirs

<u>Deceased:</u>	<u>{ MERGEFIELD FW PRODCDETS 1 DECEASED FULLNM }</u>
<u>National Insurance Number:</u>	<u>{ MERGEFIELD FW PRODCDETS 1 FW NINUMBER }</u>
<u>Address:</u>	<u>{ 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 }</u>
<u>Date of Death:</u>	<u>{ MERGEFIELD FW PRODCDETS 1 FWDCD DT DTH \@ "d"*Ordinal } { MERGEFIELD FW PRODCDETS 1 FWDCD DT DTH \@ "MMMM yyyy" }</u>

We are instructed by the personal representative of the above named deceased to obtain a grant of probate and to deal with the administration of the estate.

Please let us know the date to which the deceased's tax affairs have been settled and let us have any necessary returns for completion up to the date of death. If you do require completion of returns we should be grateful if you could let us have a copy of the last return completed by the deceased to facilitate completion of the returns to the date of death.

We confirm we will supply you with details in respect of any untaxed income received during the administration period.

We await hearing from you in due course.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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LTD\\Documents\\OspreyOfficeGateway\\footer.doc"}

Home Insurance Provider Blank

Letter

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LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

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_FWHOUS_INS_name }
{ MERGEFIELD FW_PRO_PROFBODS_FWHOUS_INS_address }

Dear Sirs

Policy Holder: { MERGEFIELD FW_PRODCDETS_1_DECEASED_FULLNM }
Deceased
Policy Number: { MERGEFIELD FW_PRO_PROFBODS_FWHOUS_INSPOL }
Insured Property: { 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 }

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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LTD\\Documents\\OspreyOfficeGateway\\footer.doc"}

Home Insurance Provider

Notification Letter

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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_FWHOUS_INS_name }
{ MERGEFIELD FW_PRO_PROFBODS_FWHOUS_INS_address }

Dear Sirs

Policy Holder: { MERGEFIELD FW_PRODCDETS_1_DECEASED_FULLNM }
Deceased
Policy Number: { MERGEFIELD FW_PRO_PROFBODS_FWHOUS_INSPOL }
Insured Property: { 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 }

We act in the estate of the above named deceased who died on { MERGEFIELD FW_PRODCDETS_1_FWDCD_DT_DTH \@ "d"*Ordinal } { MERGEFIELD FW_PRODCDETS_1_FWDCD_DT_DTH \@ "MMMM yyyy" } and we enclose a certified copy Death Certificate for noting in your records and return.

We should be grateful if you would confirm that you will continue to insure the property under the same terms as before and please let us know the date to which the current insurance is valid. Please also confirm whether there is any further premium due to you to continue the current insurance.

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 }
Enc

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ISA Provider Blank Letter

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LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

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

{ MERGEFIELD FW_PRO_INV_SAV_FWISA_PRVDR_name }
{ MERGEFIELD FW_PRO_INV_SAV_FWISA_PRVDR_address }

Dear Sirs

<u>Deceased:</u>	<u>{ MERGEFIELD FW PRODCDETS 1 DECEASED FULLNM }</u>
<u>Account Number:</u>	<u>{ MERGEFIELD FW PRO INV SAV FWISA NO }</u>
<u>Address:</u>	<u>{ 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 }</u>
<u>Date of Death:</u>	<u>{ MERGEFIELD FW PRODCDETS 1 FWDCD DT DTH \@"d"*Ordinal } { MERGEFIELD FW PRODCDETS 1 FWDCD DT DTH \@ "MMMM yyyy" }</u>

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

ISA Provider Claim letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

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

{ MERGEFIELD FW_PRO_INV_SAV_FWISA_PRVDR_name }
{ MERGEFIELD FW_PRO_INV_SAV_FWISA_PRVDR_address }

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Account Number: { MERGEFIELD FW PRO INV SAV FWISA NO }
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
\@ "d"*Ordinal } { MERGEFIELD
FW PRODCDETS 1 FWDCD DT DTH \@ "MMMM
yyyy" }

Further in this matter, we now enclose an office copy grant of representation, together with the signed claim form. We should be grateful if you could process the claim and send a cheque for the proceeds to us.

We look forward to hearing from you as soon as possible.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

ISA Provider Value Enquiry

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

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

{ MERGEFIELD FW_PRO_INV_SAV_FWISA_PRVDR_name }
{ MERGEFIELD FW_PRO_INV_SAV_FWISA_PRVDR_address }

Dear Sirs

Deceased: { MERGEFIELD
FW_PRODCDETS 1 DECEASED FULLNM }
Account Number: { MERGEFIELD FW_PRO_INV_SAV_FWISA_NO }
Address: { MERGEFIELD
FW_PRODCDETS 1 FWDCD PRV ADD1 \", "{
MERGEFIELD
FW_PRODCDETS 1 FWDCD PRV ADD2 \", "{
MERGEFIELD
FW_PRODCDETS 1 FWDCD PRV ADD3 \", "{
MERGEFIELD
FW_PRODCDETS 1 FWDCD PRV ADDPC }
Date of Death: { MERGEFIELD FW_PRODCDETS 1 FWDCD DT DTH
\@ "d"*Ordinal } { MERGEFIELD
FW_PRODCDETS 1 FWDCD DT DTH \@ "MMMM
yyyy" }

We are instructed by the Personal Representatives of the above named deceased to obtain a grant of representation and deal with the administration of the estate. We enclose a certified copy death certificate for noting in your records.

Please let us have the value of the above ISA at the date of death for probate purposes. We assume that the ISA will be closed as at the date of death so that there will no longer be any tax advantages as far as the deceased's estate is concerned.

Please also let us have the requirements for dealing with the proceeds of the ISA in due course.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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LTD\\Documents\\OspreyOfficeGateway\\footer.doc"}

Life Insurer 1 Blank Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

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

{ MERGEFIELD FW_PRO_LIFE_INS_FWLIFE_INS_1_name }
{ MERGEFIELD FW_PRO_LIFE_INS_FWLIFE_INS_1_address }

Dear Sirs

Deceased: { MERGEFIELD
FW_PRODCDETS 1 DECEASED FULLNM }
Policy Number[s]: { MERGEFIELD
"FW PRO LIFE INS FWL INS 1 POL 1" } {
MERGEFIELD "FW PRO LIFE INS FWL INS 1 POL 2"
\\b", " }
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
\\@"d"*Ordinal } { MERGEFIELD
FW_PRODCDETS 1 FWDCD DT DTH \\@"MMMM
yyyy" }

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Life Insurer 1 Claim Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

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

{ MERGEFIELD FW_PRO_LIFE_INS_FWLIFE_INS_1_name }
{ MERGEFIELD FW_PRO_LIFE_INS_FWLIFE_INS_1_address }

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Policy Number[s]: { MERGEFIELD
"FW PRO LIFE INS FWL INS 1 POL 1" }{
MERGEFIELD "FW PRO LIFE INS FWL INS 1 POL 2"
\\b", " }
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
\\@ "d"*Ordinal } { MERGEFIELD
FW PRODCDETS 1 FWDCD DT DTH \\@ "MMMM
yyyy" }

Further in this matter, we now enclose an office copy grant of representation, together with the signed claim form. We should be grateful if you could process the claim and send a cheque for the proceeds to us.

We look forward to hearing from you as soon as possible.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Life Insurer 1 Value Enquiry

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

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

{ MERGEFIELD FW_PRO_LIFE_INS_FWLIFE_INS_1_name }
{ MERGEFIELD FW_PRO_LIFE_INS_FWLIFE_INS_1_address }

Dear Sirs

Deceased: { MERGEFIELD
FW_PRODCDETS 1 DECEASED FULLNM }
Policy Number[s]: { MERGEFIELD
"FW PRO LIFE INS FWL INS 1 POL 1" } {
MERGEFIELD "FW PRO LIFE INS FWL INS 1 POL 2"
\\b", " }
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
\\@ "d"*Ordinal } { MERGEFIELD
FW_PRODCDETS 1 FWDCD DT DTH \\@ "MMMM
yyyy" }

We are instructed by the personal representatives of the above named deceased to apply for a grant of representation and deal with the administration of the estate. We enclose a certified copy death certificate for noting in your records.

Please let us have the value of the above { IF { MERGEFIELD FW_PRO_LIFE_INS_FWL_INS_1_POL_2 } <> "" "policies" "policy" } as at the date of death and let us know whether the deceased held any additional policies with you. With respect to each of the deceased's policies, please advise whether the policy automatically forms part of the deceased's estate, is payable at the discretion of trustees or is payable to someone other than the deceased's personal representatives.

Please also let us have details of your requirements for encashing the policies in due course and any relevant forms.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\footer.doc"}

Life Insurer 2 Blank Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

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

{ MERGEFIELD FW_PRO_LIFE_INS_FWLIFE_INS_2_name }
{ MERGEFIELD FW_PRO_LIFE_INS_FWLIFE_INS_2_address }

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Policy Number[s]: { MERGEFIELD
"FW PRO LIFE INS FWL INS 2 POL 1" } {
MERGEFIELD "FW PRO LIFE INS FWL INS 2 POL 2"
\\b", " }
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
\\@ "d"*Ordinal } { MERGEFIELD
FW PRODCDETS 1 FWDCD DT DTH \\@ "MMMM
yyyy" }

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Life Insurer 2 Claim Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

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

{ MERGEFIELD FW_PRO_LIFE_INS_FWLIFE_INS_2_name }
{ MERGEFIELD FW_PRO_LIFE_INS_FWLIFE_INS_2_address }

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Policy Number[s]: { MERGEFIELD
"FW PRO LIFE INS FWL INS 2 POL 1" }
MERGEFIELD "FW PRO LIFE INS FWL INS 2 POL 2"
\\b", " }
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
\\@ "d"*Ordinal } { MERGEFIELD
FW PRODCDETS 1 FWDCD DT DTH \\@ "MMMM
yyyy" }

Further in this matter, we now enclose an office copy grant of representation, together with the signed claim form. We should be grateful if you could process the claim and send a cheque for the proceeds to us.

We look forward to hearing from you as soon as possible.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Life Insurer 2 Value Enquiry

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

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

{ MERGEFIELD FW_PRO_LIFE_INS_FWLIFE_INS_2_name }
{ MERGEFIELD FW_PRO_LIFE_INS_FWLIFE_INS_2_address }

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Policy Number[s]: { MERGEFIELD
"FW PRO LIFE INS FWL INS 2 POL 1" } {
MERGEFIELD "FW PRO LIFE INS FWL INS 2 POL 2"
\\b", " }
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
\\@ "d"*Ordinal } { MERGEFIELD
FW PRODCDETS 1 FWDCD DT DTH \\@ "MMMM
yyyy" }

We are instructed by the personal representatives of the above named deceased to apply for a grant of representation and deal with the administration of the estate. We enclose a certified copy death certificate for noting in your records.

Please let us have the value of the above { IF { MERGEFIELD FW_PRO_LIFE_INS_FWL_INS_2_POL_2 } <> "" "policies" "policy" } as at the date of death and let us know whether the deceased held any additional policies with you. With respect to each of the deceased's policies, please advise whether the policy automatically forms part of the deceased's estate, is payable at the discretion of trustees or is payable to someone other than the deceased's personal representatives.

Please also let us have details of your requirements for encashing the policies in due course and any relevant forms.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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LTD\\Documents\\OspreyOfficeGateway\\footer.doc"}

Life Insurer 3 Blank Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

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

{ MERGEFIELD FW_PRO_LIFE_INS_FWLIFE_INS_3_name }
{ MERGEFIELD FW_PRO_LIFE_INS_FWLIFE_INS_3_address }

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Policy Number[s]: { MERGEFIELD
"FW PRO LIFE INS FWL INS 3 POL 1" } {
MERGEFIELD "FW PRO LIFE INS FWL INS 3 POL 2"
\b", " }
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
\@ "d"*Ordinal } { MERGEFIELD
FW PRODCDETS 1 FWDCD DT DTH \@ "MMMM
yyyy" }

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Life Insurer 3 Claim Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

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

{ MERGEFIELD FW_PRO_LIFE_INS_FWLIFE_INS_3_name }
{ MERGEFIELD FW_PRO_LIFE_INS_FWLIFE_INS_3_address }

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Policy Number[s]: { MERGEFIELD
"FW PRO LIFE INS FWL INS 3 POL 1" }
MERGEFIELD "FW PRO LIFE INS FWL INS 3 POL 2"
"b", " }
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
\@ "d"*Ordinal } { MERGEFIELD
FW PRODCDETS 1 FWDCD DT DTH \@ "MMMM
yyyy" }

Further in this matter, we now enclose an office copy grant of representation, together with the signed claim form. We should be grateful if you could process the claim and send a cheque for the proceeds to us.

We look forward to hearing from you as soon as possible.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Life Insurer 3 Value Enquiry

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

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

{ MERGEFIELD FW_PRO_LIFE_INS_FWLIFE_INS_3_name }
{ MERGEFIELD FW_PRO_LIFE_INS_FWLIFE_INS_3_address }

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Policy Number[s]: { MERGEFIELD
"FW PRO LIFE INS FWL INS 3 POL 1" } {
MERGEFIELD "FW PRO LIFE INS FWL INS 3 POL 2"
\b, " }
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
\@ "d"*Ordinal } { MERGEFIELD
FW PRODCDETS 1 FWDCD DT DTH \@ "MMMM
yyyy" }

We are instructed by the personal representatives of the above named deceased to apply for a grant of representation and deal with the administration of the estate. We enclose a certified copy death certificate for noting in your records.

Please let us have the value of the above { IF { MERGEFIELD FW_PRO_LIFE_INS_FWL_INS_3_POL_2 } <> "" "policies" "policy" } as at the date of death and let us know whether the deceased held any additional policies with you. With respect to each of the deceased's policies, please advise whether the policy automatically forms part of the deceased's estate, is payable at the discretion of trustees or is payable to someone other than the deceased's personal representatives.

Please also let us have details of your requirements for encashing the policies in due course and any relevant forms.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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LTD\\Documents\\OspreyOfficeGateway\\footer.doc"}

Local Authority Blank Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

Your Ref: { MERGEFIELD FW_PRO_PROFBODS_FWLCLCOUNCILREF }

{ 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 }
Address: { MERGEFIELD
FW PRODCDETS 1 FWD CD PRV ADD1 \f", "{
MERGEFIELD
FW PRODCDETS 1 FWD CD PRV ADD2 \f", "{
MERGEFIELD
FW PRODCDETS 1 FWD CD PRV ADD3 \f" "{
MERGEFIELD
FW PRODCDETS 1 FWD CD PRV ADDPC }
Date of Death: { MERGEFIELD FW PRODCDETS 1 FWD CD DT DTH
\@ "d" *Ordinal } { MERGEFIELD
FW PRODCDETS 1 FWD CD DT DTH \@ "MMMM
yyyy" }

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME *UPPER }

Local Authority Electoral Roll

Notification Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

Your Ref: { MERGEFIELD FW_PRO_PROFBODS_FWLCLCOUNCILREF }

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

{ MERGEFIELD FW_PRO_PROFBODS_FWLCLCOUNCIL_name }
{ MERGEFIELD FW_PRO_PROFBODS_FWLCLCOUNCIL_address }

Dear Sirs

<u>Deceased:</u>	<u>{ MERGEFIELD FW PRODCDETS 1 DECEASED FULLNM }</u>
<u>Address:</u>	<u>{ 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 }</u>
<u>Date of Death:</u>	<u>{ MERGEFIELD FW PRODCDETS 1 FWDCD DT DTH \@"d"*Ordinal } { MERGEFIELD FW PRODCDETS 1 FWDCD DT DTH \@ "MMMM yyyy" }</u>

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

We should be grateful if you would arrange to remove the deceased from the electoral roll and confirm once this has been done.

We look forward to hearing from you shortly.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\footer.doc"}

Local Press Blank Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

Your Ref:

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

Name
Address

Dear Sirs

DECEASED: { MERGEFIELD FW_PRODCDDETS_1_DECEASED_FULLNM }

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME *UPPER }

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\footer.doc"}

Local Press Notification Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

Your Ref:

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

Name
Address

Dear Sirs

DECEASED: { MERGEFIELD FW_PRODCDDETS_1_DECEASED_FULLNM }

Please place the enclosed Section 27 Trustee Act Notice in the next edition of *

We look forward to receiving a copy of the newspaper together with your account in due course.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\footer.doc"}

Statutory Advertisement for Claimants by Personal Representatives
(Pursuant to the Trustee Act 1925)

To:

{ **MERGEFIELD** "LINKNAME_FORENAME_1" } { **MERGEFIELD**
"LINKNAME_SURNAME_1" } *Deceased*

Please insert the advertisement set out below in *

Date:

Advertisement for insertion in *

ANY Person having a claim against or an interest in the estate of { **MERGEFIELD** "LINKNAME_FORENAME_1" } { **MERGEFIELD** "LINKNAME_SURNAME_1" }. Late of { **MERGEFIELD** "FW_PRODCDDSETS_1_FWDCD_PRV_ADD1" }, { **MERGEFIELD** "FW_PRODCDDSETS_1_FWDCD_PRV_ADD2" }, { **MERGEFIELD** "FW_PRODCDDSETS_1_FWDCD_PRV_ADD3" }, { **MERGEFIELD** "FW_PRODCDDSETS_1_FWDCD_PRV_ADDPC" } who died on { **MERGEFIELD** FW_PRODCDDSETS_1_FWDCD_DT_DTH \@ "d" *Ordinal } { **MERGEFIELD** FW_PRODCDDSETS_1_FWDCD_DT_DTH \@ "MMMM yyyy" } is required to send particulars thereof in writing to the undernamed no later than two calendar months from the date of publication of this Notice after which date the Executors will proceed to distribute the assets having regard only to valid claims and interests of which they have and notice. { **MERGEFIELD** PRACTICEINFO_PRACTICE_NAME }, { **MERGEFIELD** "PRACTICEINFO_HOUSE" }, { **MERGEFIELD** "PRACTICEINFO_POSTAL_TOWN" }, { **MERGEFIELD** "PRACTICEINFO_POSTCODE" }.

Mortgage Lender Blank Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

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_FWMORTLENDER_name }
{ MERGEFIELD FW_PRO_PROFBODS_FWMORTLENDER_address }

Dear Sirs

Account Holder: { MERGEFIELD FW_PRODCDETS_1_DECEASED_FULLNM }
Deceased
Account Number: { MERGEFIELD FW_PRO_PROFBODS_FWMORTLENDREF }
Mortgaged Property: { 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 }

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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Mortgage Lender Notification

Letter

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LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

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_FWMORTLENDER_name }
{ MERGEFIELD FW_PRO_PROFBODS_FWMORTLENDER_address }

Dear Sirs

Account Holder: { MERGEFIELD FW_PRODCDETS_1_DECEASED_FULLNM }
Account Number: { MERGEFIELD FW_PRO_PROFBODS_FWMORTLENDREF }
Mortgaged Property: { 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 }

We act in the estate of the above named deceased who died on { MERGEFIELD
FW_PRODCDETS_1_FWDCD_DT_DTH \@ "d"*Ordinal } { MERGEFIELD
FW_PRODCDETS_1_FWDCD_DT_DTH \@ "MMMM yyyy" } and we enclose a certified
copy Death Certificate for noting in your records and return.

We can confirm that the mortgage payments will be stopped until there are funds in the
estate. Please arrange to issue us with a statement of the outstanding mortgage as at the
date of death.

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 }
Enc

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NS&I Blank Letter

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LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

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

NS&I,
Sunderland
SR43 2SB

Dear Sirs

Deceased:	{MERGEFIELD FW_PRODCDETS_1_DECEASED_FULLNM }
Premium Bonds Holder's Number:	{ MERGEFIELD FW_PRO_INV_SAV_FWPBOND_HLD_NO }
Income Bonds Customer Number:	{ MERGEFIELD FW_PRO_INV_SAV_FWIBOND_HLD_NO }
Pensioners' Guaranteed Income Bonds Customer Number:	{ MERGEFIELD FW_PRO_INV_SAV_FWPENBND_CUSTNO }
Savings Certificate Number[s]:	{ MERGEFIELD FW_PRO_INV_SAV_FWSAV_CERT_NO_1 } { MERGEFIELD FW_PRO_INV_SAV_FWSAV_CERT_NO_2 \b", "} { MERGEFIELD FW_PRO_INV_SAV_FWSAV_CERT_NO_3 \b", "} { MERGEFIELD FW_PRO_INV_SAV_FWSAV_CERT_NO_4 \b", "}
Address:	{ MERGEFIELD FW_PRODCDETS_1_FWDCD_PRV_ADD1 }, { MERGEFIELD FW_PRODCDETS_1_FWDCD_PRV_ADD2 }, { MERGEFIELD FW_PRODCDETS_1_FWDCD_PRV_ADD3 }, { MERGEFIELD FW_PRODCDETS_1_FWDCD_PRV_ADDPC }
Date of Death:	{ MERGEFIELD FW_PRODCDETS_1_FWDCD_DT_DTH \@ "d" *Ordinal } { MERGEFIELD FW_PRODCDETS_1_FWDCD_DT_DTH \@ "MMMM yyyy" }

Yours faithfully

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LTD\\Documents\\OspreyOfficeGateway\\footer.doc"}

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

NS&I Death Claims Form

When an NS&I customer dies

Please use this form to give details of the deceased customer's NS&I savings, so that we can pay them to the person who's entitled to receive the money.

We will let you know if we need a Grant of Representation (also known as a Grant of Probate or Grant of Letters of Administration) once we receive your completed form. We may ask for this if the customer's total NS&I savings are £5,000 or over. The Director of Savings also reserves the right to request a Grant of Representation for savings of any value.

Who should claim and how	
<div>Were the savings held Jointly or in Trust?</div> <div>No</div> <div>▼</div>	<div>Yes ► The surviving holder or trustee(s) should complete sections 1, 2, 5 and 6.</div>
<div>Did the customer make a Will?</div> <div>No</div> <div>▼</div>	<div>Yes ► The Executor should complete sections 1, 2, 3, 5 and 6.</div>
<div>Has a Grant of Letters of Administration or (in Scotland) Confirmation of Executor Dative been obtained or is one being obtained?</div> <div>No</div> <div>▼</div>	<div>Yes ► The person appointed or being appointed to administer the customer's estate should complete sections 1, 2, 4, 5 and 6.</div>
	<div>A relative or other person should claim according to this order of priority:</div> <div> <div> <div>1. Widow/Widower or surviving civil partner</div> <div>2. Children</div> <div>3. Parent(s)</div> <div>4. Brother/Sister</div> <div>5. Other relative or entitled person</div> </div> <div> <div>Equally entitled in Scotland</div> </div> </div> <div>This person should complete sections 1, 2, 5 and 6.</div>

Please go to the next page ►

Any Questions?

If you need any help, call us on **08085 007 007**. Calls from the UK are free. We may record your call to help us give you the best service. You can also talk to us through our web chat service at **nsandi.com** from 7am to 10pm Monday to Friday and 8am to 8pm at the weekends.

1 The customer's personal details

Title _____ Surname _____	
All forenames _____	
Address _____	
_____	Postcode <table border="1" style="display: inline-table; width: 100px; height: 20px; vertical-align: middle;"></table>
Previous address _____ (If they had lived at the address above for less than three years)	
_____	Previous postcode <table border="1" style="display: inline-table; width: 100px; height: 20px; vertical-align: middle;"></table>
Date of birth (or age if not known) _____	National Insurance Number <table border="1" style="display: inline-table; width: 150px; height: 20px; vertical-align: middle;"></table>
Date of death <table border="1" style="display: inline-table; width: 100px; height: 20px; vertical-align: middle;"></table>	Place of death _____
Was a husband, wife or civil partner living when the customer died? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If Yes , please give their full name _____	

2 The customer's NS&I savings

Are any of the savings held jointly or in trust? Yes <input type="checkbox"/> (joint) Yes <input type="checkbox"/> (trust) No <input type="checkbox"/>	Please tick below if the customer had any of the accounts listed and give the account number(s) if available. You can find these on passbook(s), Bond(s), Certificate(s) or other records.	
	<input checked="" type="checkbox"/>	Account number
Children's Bonds	<input type="checkbox"/>	
Direct ISA, Junior ISA, Cash ISA or TESSA-only ISA	<input type="checkbox"/>	
Direct Saver	<input type="checkbox"/>	
Fixed Interest Savings Certificates	<input type="checkbox"/>	
Green Savings Bonds	<input type="checkbox"/>	
Guaranteed Growth Bonds	<input type="checkbox"/>	
Guaranteed Income Bonds	<input type="checkbox"/>	
Income Bonds	<input type="checkbox"/>	
Index-linked Savings Certificates	<input type="checkbox"/>	
Investment Account	<input type="checkbox"/>	
Premium Bonds	<input type="checkbox"/>	
<i>If any other NS&I savings are held but not listed above, please give the details and any reference number(s).</i>	<input type="checkbox"/>	

3 Complete if there is a Will. If not, please complete section 4

Please give the full name(s) of the Executor(s) as shown on the Will.

Do you have or are you obtaining a Grant of Probate or (in Scotland) a Confirmation of Executor Nominate? Yes ☐ No ☐
Please go to section 5.

4 Complete if there is no Will.

Do you have or are you obtaining a Grant of Letters of Administration or (in Scotland) a Confirmation of Executor Dative? Yes ☐ No ☐

If you have or are obtaining a Grant or Confirmation, please give the full name(s) of the Administrator(s) or (in Scotland) Executor Dative(s).

If you have or are obtaining a Grant or Confirmation, please go to section 5.

5 Please read and complete in all cases.

5a Joint accounts - If an account was held jointly, it will now be held in the sole name of the remaining holder. However if you want to close such an account, please give the account number(s) below.

5b Premium Bonds - If the customer had any Premium Bonds, please complete this section. Otherwise go to section 5c. Their Premium Bonds can take part in the prize draws for up to 12 months after the date of death, or be repaid as soon as we've processed your form.

Do you want the Bonds to remain in the prize draws? Yes ☐
No ☐

We will hold on to any outstanding prizes and pay them when we release the savings. If you keep the Bonds in the draw after that, we'll pay any prizes to the person entitled to them.

5c Where you want us to pay the money

Please provide details of the bank account you want the money to be paid to.

Bank/building society	<input type="text"/>
Name in which account is held	<input type="text"/>
Account number	<input type="text"/>
Sort code	<input type="text"/> - <input type="text"/> - <input type="text"/>
Bank reference or building society roll no (if applicable)	<input type="text"/>

Please be careful when providing the bank details. If you enter the wrong details, the payment might be delayed, or credited to the wrong account, and may result in a financial loss.

6 Your details and signature(s)

Please read the statement below, complete your details and sign. We will only contact the person in the first box shown below unless you tell us otherwise.

I/We believe that the information given by me/us on this form is true and that I am/we are entitled to claim the NS&I savings of the person named in section 1.

Title _____	Surname _____								
All forenames _____									
Age, if under 18 _____									
Address _____ _____									
Postcode	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>								
Nationality _____									
Phone number _____ <small>(Please give the one we are most likely to reach you on.)</small>									
If you are claiming as next of kin, how you are related to the customer? (Widow/widower, parent, child, brother etc)									

If you are not the next of kin, in what capacity are you claiming? (Executor, Nominated Person, Administrator, Trustee etc)									

Signature _____									
Date	<table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y		

Title _____	Surname _____								
All forenames _____									
Age, if under 18 _____									
Address _____ _____									
Postcode	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>								
Nationality _____									
Phone number _____ <small>(Please give the one we are most likely to reach you on.)</small>									
If you are claiming as next of kin, how you are related to the customer? (Widow/widower, parent, child, brother etc)									

If you are not the next of kin, in what capacity are you claiming? (Executor, Nominated Person, Administrator, Trustee etc)									

Signature _____									
Date	<table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y		

How we use your information

We treat all the information you give us about you and others as private and confidential.

See our privacy notice for full details - available at nsandi.com/privacy-notice or by calling us.

What to do next

Please send your completed form to **NS&I, Sunderland SR43 2SB**.

What happens when we receive your form

- We'll get back to you within seven working days
- We'll let you know if we need any more information or documents, such as the Will, or a Grant of Representation (also known as a Grant of Probate or Grant of Letters of Administration).

Did the customer hold Government Stock (Gilts)

If the customer held Government Stocks (Gilts) formerly held on the National Savings Stock Register, you'll need to contact British Government Stocks (Gilts), Computershare Investor Services PLC, The Pavilions, Bridgwater Road, Bristol, BS99 6ZW.

Call 0370 703 0143 (Monday to Friday between 9am and 5pm). Calls are charged at the same rate as any 01 or 02 call from any UK network, mobile or landline.

Email gilts@computershare.co.uk

Website www-uk.computershare.com/investor/gilts

NS&I Initial Letter

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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" } }

NS&I,
Sunderland
SR43 2SB

Dear Sirs

Deceased:	{MERGEFIELD FW_PRODCDETS_1_DECEASED_FULLNM }
Premium Bonds Holder's Number:	{ MERGEFIELD FW_PRO_INV_SAV_FWPBOND_HLD_NO }
Income Bonds Customer Number:	{ MERGEFIELD FW_PRO_INV_SAV_FWIBOND_HLD_NO }
Pensioners' Guaranteed Income Bonds Customer Number:	{ MERGEFIELD FW_PRO_INV_SAV_FWPENBND_CUSTNO }
Savings Certificate Number[s]:	{ MERGEFIELD FW_PRO_INV_SAV_FWSAV_CERT_NO_1 } { MERGEFIELD FW_PRO_INV_SAV_FWSAV_CERT_NO_2 \b", "} { MERGEFIELD FW_PRO_INV_SAV_FWSAV_CERT_NO_3 \b", "} { MERGEFIELD FW_PRO_INV_SAV_FWSAV_CERT_NO_4 \b", "}
Address:	{ MERGEFIELD FW_PRODCDETS_1_FWDCD_PRV_ADD1 }, { MERGEFIELD FW_PRODCDETS_1_FWDCD_PRV_ADD2 }, { MERGEFIELD FW_PRODCDETS_1_FWDCD_PRV_ADD3 }, { MERGEFIELD FW_PRODCDETS_1_FWDCD_PRV_ADDPC }
Date of Death:	{ MERGEFIELD FW_PRODCDETS_1_FWDCD_DT_DTH \@"d"*Ordinal } { MERGEFIELD FW_PRODCDETS_1_FWDCD_DT_DTH \@ "MMMM yyyy" }

We are instructed by the personal representatives of the above named deceased to apply for a grant of representation and deal with the administration of the estate. We enclose a certified copy death certificate for noting in your records.

We also enclose completed Death Claims Form with details of the above holdings. Please let us have confirmation of the holding[s] as at the date of death and details of your requirements for realising the assets.

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Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

NS&I Repayment Letter

FWPROB

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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" } }

NS&I,
Sunderland
SR43 2SB

Dear Sirs

Deceased:	{MERGEFIELD FW_PRODCDETS_1_DECEASED_FULLNM }
Premium Bonds Holder's Number:	{ MERGEFIELD FW_PRO_INV_SAV_FWPBOND_HLD_NO }
Income Bonds Customer Number:	{ MERGEFIELD FW_PRO_INV_SAV_FWIBOND_HLD_NO }
Pensioners' Guaranteed Income Bonds Customer Number:	{ MERGEFIELD FW_PRO_INV_SAV_FWPENBND_CUSTNO }
Savings Certificate Number[s]:	{ MERGEFIELD FW_PRO_INV_SAV_FWSAV_CERT_NO_1 } { MERGEFIELD FW_PRO_INV_SAV_FWSAV_CERT_NO_2 \b", "} { MERGEFIELD FW_PRO_INV_SAV_FWSAV_CERT_NO_3 \b", "} { MERGEFIELD FW_PRO_INV_SAV_FWSAV_CERT_NO_4 \b", "}
Address:	{ MERGEFIELD FW_PRODCDETS_1_FWDCD_PRV_ADD1 }, { MERGEFIELD FW_PRODCDETS_1_FWDCD_PRV_ADD2 }, { MERGEFIELD FW_PRODCDETS_1_FWDCD_PRV_ADD3 }, { MERGEFIELD FW_PRODCDETS_1_FWDCD_PRV_ADDPC }
Date of Death:	{ MERGEFIELD FW_PRODCDETS_1_FWDCD_DT_DTH \@"d"*Ordinal } { MERGEFIELD FW_PRODCDETS_1_FWDCD_DT_DTH \@ "MMMM yyyy" }

We enclose an office copy grant of representation for registration and return, together with the application for repayment of the [premium/pensioner's guaranteed income bonds/savings certificates] held under the above number.

We look forward to receiving a cheque for the proceeds in due course.

Yours faithfully

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{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

PA1A

PA1A — Probate application

This form is for an application where the person who has died **did not leave a will** that deals with assets in England and Wales

Checklist – before you send your application form to HMCTS Probate you will need to enclose the following. This checklist must be completed. If you do not enclose all of the required documents it will delay your application. Please keep copies of all documents that you send.

{ FORMCHECKBOX } PA1A - Probate Application (this form)

{ FORMCHECKBOX } Inheritance Tax Summary Form: Please submit the appropriate form (IHT205 or IHT207, and IHT217 if applicable), signed by all applicants (see additional notes in Section 6).

{ FORMCHECKBOX } A copy of any foreign wills or any wills dealing with assets held outside England and Wales (and if not in English, an English translation).

{ FORMCHECKBOX } An official copy (not a photocopy) of the death certificate, or a coroner's interim certificate of the person who has died.

{ FORMCHECKBOX } Any other documents requested on this form. Please list them:

{ FORMTEXT }

As well as the application fee, there is a fee for each official copy of the Grant of Representation that we provide.

How many official copies of the Grant of Representation do you require for use in the United Kingdom? { FORMTEXT }

How many official copies of the Grant of Representation do you require for use outside of the United Kingdom? { FORMTEXT }

Application fee	£{ FORMTEXT }
Fees for copies	£{ FORMTEXT }
Total fees	£{ FORMTEXT }

{ FORMCHECKBOX } Debit or Credit card. (This payment must be made before you send your application and the payment reference entered in the box below.)

Payment reference

{ FORMTEXT }

If you need help filling out this form please call the

Probate Helpline
0300 123 1072

We cannot provide legal advice

Did you know you can apply for Probate online?

Go to www.gov.uk/wills-probate-inheritance/applying-for-a-grant-of-representation

Details of how to pay by debit or credit card can be found at www.gov.uk/wills-probate-inheritance/applying-for-a-grant-of-representation

Please send your form and required documents with payment to HMCTS Probate, PO Box 12625, Harlow, CM20 9QE.

{ FORMCHECKBOX } A cheque/postal order payable to 'HMCTS' in respect of HMCTS's fees. Please write the name of the person who has died on the back of the cheque.

SECTION A – PERSONAL INFORMATION

1. About the applicant(s) – All applicants must be over 18 years and a maximum of 4 may apply

1.1 Title and full name including middle names of first applicant

Title

{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}

First name(s)

{	{	{	{	{	{	{	{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}	}	}	}	}	}	}	}

{	{	{	{	{	{	{	{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}	}	}	}	}	}	}	}

Middle name(s)

{	{	{	{	{	{	{	{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}	}	}	}	}	}	}	}

{	{	{	{	{	{	{	{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R

Please complete in BLOCK capitals placing a tick in boxes where applicable.

Note 1.1 – all correspondence, including the Grant of Representation, will be sent to the first applicant named in this section.

Only list applicants who wish to be named on the grant in this section and they will be required to sign this document. Please note that the names you provide here must match the names provided on your formal ID. E.g. passport or Driving licence.

Where there are persons aged under 18 benefiting from the estate then two applicants (or at least two) will be needed in Section A. You may wish to contact HMCTS Probate to seek information in regard to who is eligible to apply.

M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}	}	}	}	}	}	}	}

Last name

{	{	{	{	{	{	{	{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}	}	}	}	}	}	}	}

{	{	{	{	{	{	{	{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}	}	}	}	}	}	}	}

1.2 First applicant’s address

Building and street

{ FORMTEXT }

Second line of address

{ FORMTEXT }

Town or city

{ FORMTEXT }

County (optional)

{ FORMTEXT }

Postcode

{	{	{	{	{	{	{
F	F	F	F	F	F	F
O	O	O	O	O	O	O
R	R	R	R	R	R	R
M	M	M	M	M	M	M
T	T	T	T	T	T	T
E	E	E	E	E	E	E
X	X	X	X	X	X	X
T	T	T	T	T	T	T
}	}	}	}	}	}	}

1.3 First applicant's home telephone number

{	{	{	{	{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}	}	}	}	}

Note 1.5 – we will use your email address to send you updates about the progress of your application.

1.4 First applicant's mobile/work telephone number

{	{	{	{	{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}	}	}	}	}

1.5 First applicant's email address

{	{	{	{	{	{	{	{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}	}	}	}	}	}	}	}

{	{	{	{	{	{	{	{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}	}	}	}	}	}	}	}

1.6 Title and full name including middle names of second applicant

Title

{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T

E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}

First name(s)

[illegible][illegible]

Middle name(s)

[illegible][illegible]

Last name

[illegible]

X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}	}	}	}	}	}	}	}

{	{	{	{	{	{	{	{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}	}	}	}	}	}	}	}

1.7 Second applicant's address

Building and street

{ FORMTEXT }

Second line of address

{ FORMTEXT }

Town or city

{ FORMTEXT }

County (optional)

{ FORMTEXT }

Postcode

{	{	{	{	{	{	{
F	F	F	F	F	F	F
O	O	O	O	O	O	O
R	R	R	R	R	R	R
M	M	M	M	M	M	M
T	T	T	T	T	T	T
E	E	E	E	E	E	E
X	X	X	X	X	X	X
T	T	T	T	T	T	T
}	}	}	}	}	}	}

1.8 Second applicant's email address

{	{	{	{	{	{	{	{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}	}	}	}	}	}	}	}

{	{	{	{	{	{	{	{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}	}	}	}	}	}	}	}

1.9 Title and full name including middle names of third applicant

Title

{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O

R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}

First name(s)

{	{	{	{	{	{	{	{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}	}	}	}	}	}	}	}

{	{	{	{	{	{	{	{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}	}	}	}	}	}	}	}

Middle name(s)

{	{	{	{	{	{	{	{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}	}	}	}	}	}	}	}

{	{	{	{	{	{	{	{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}	}	}	}	}	}	}	}

Last name

{	{	{	{	{	{	{	{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R

M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}	}	}	}	}	}	}	}

{	{	{	{	{	{	{	{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}	}	}	}	}	}	}	}

1.10 Third applicant’s address

Building and street

{ FORMTEXT }

Second line of address

{ FORMTEXT }

Town or city

{ FORMTEXT }

County (optional)

{ FORMTEXT }

Postcode

{	{	{	{	{	{	{
F	F	F	F	F	F	F
O	O	O	O	O	O	O
R	R	R	R	R	R	R
M	M	M	M	M	M	M
T	T	T	T	T	T	T
E	E	E	E	E	E	E
X	X	X	X	X	X	X
T	T	T	T	T	T	T
}	}	}	}	}	}	}

1.11 Third applicant’s email address

{	{	{	{	{	{	{	{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}	}	}	}	}	}	}	}

{	{	{	{	{	{	{	{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}	}	}	}	}	}	}	}

1.12 Title and full name including middle names of fourth applicant

Title

{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O

R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}

First name(s)

{	{	{	{	{	{	{	{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}	}	}	}	}	}	}	}

{	{	{	{	{	{	{	{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}	}	}	}	}	}	}	}

Middle name(s)

{	{	{	{	{	{	{	{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}	}	}	}	}	}	}	}

{	{	{	{	{	{	{	{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}	}	}	}	}	}	}	}

Last name

{	{	{	{	{	{	{	{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R

M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}	}	}	}	}	}	}	}

{	{	{	{	{	{	{	{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}	}	}	}	}	}	}	}

1.13 Fourth applicant’s address

Building and street

{ FORMTEXT }

Second line of address

{ FORMTEXT }

Town or city

{ FORMTEXT }

County (optional)

{ FORMTEXT }

Postcode

{	{	{	{	{	{	{
F	F	F	F	F	F	F
O	O	O	O	O	O	O
R	R	R	R	R	R	R
M	M	M	M	M	M	M
T	T	T	T	T	T	T
E	E	E	E	E	E	E
X	X	X	X	X	X	X
T	T	T	T	T	T	T
}	}	}	}	}	}	}

Note 1.15 – A legal representative is either a solicitor or other professional who is licensed and authorised by their governing body to carry out the reserved legal service of probate in accordance with the Legal Services Act 2007.

1.14 Fourth applicant’s email address

{	{	{	{	{	{	{	{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}	}	}	}	}	}	}	}

{	{	{	{	{	{	{	{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}	}	}	}	}	}	}	}

SECTION B

The information you provide in this section of the application form will be the basis of your statement of truth, and it will be stored as a public record.

If you need help filling out this form please call the

Probate Helpline
0300 123 1072

2. About the person who has died

We cannot provide legal advice

2.1 Forename(s) (including all middle names) as they appear on the Death Certificate

{ FORMTEXT }

2.2 Surname as it appears on the Death Certificate

{ FORMTEXT }

2.3 Permanent address

Building and street

{ FORMTEXT }

Second line of address

{ FORMTEXT }

Town or city

{ FORMTEXT }

County (optional)

{ FORMTEXT }

Postcode

{	{	{	{	{	{	{
F	F	F	F	F	F	F
O	O	O	O	O	O	O
R	R	R	R	R	R	R
M	M	M	M	M	M	M
T	T	T	T	T	T	T
E	E	E	E	E	E	E
X	X	X	X	X	X	X
T	T	T	T	T	T	T
}	}	}	}	}	}	}

2.4 Date they were born

{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}

2.5 Date they died

{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}

2.6 Was the person who has died known by any other name in which they held assets?

{ FORMCHECKBOX } Yes, go to question 2.7

{ FORMCHECKBOX } No, go to question 2.8

2.7 Please give the details of any other names by which the person who has died held assets.

Full name
{ FORMTEXT }

Note 2.7 – These names must be ones that will appear on the grant because an asset is in that name. We do not need to know the asset.

2.8 Did the person who died live permanently in England and Wales at the date of death, or intend to return to England and Wales to live permanently? (For legal purposes this generally means they were domiciled in England and Wales. You may wish to seek legal advice about this.)

{ FORMCHECKBOX } Yes

{ FORMCHECKBOX } No

Note 2.8 – Living permanently means they had either their permanent or principal home in England and Wales at the date of death or they intended to return to England and Wales to live permanently.

2.9 Was the person who has died or any of their relatives legally adopted in or out of the family?

{ FORMCHECKBOX } Yes, see note 2.9

{ FORMCHECKBOX } No, go to question 2.11

Note 2.9 – If you answered Yes to this question we may require additional information to be submitted once we have received your application.

2.10 Please name the legally adopted relatives and give their relationship to the person who has died. Please state whether they were adopted into the family of the person who has died, or 'adopted out' (become part of someone else's family).

Name	Relationship	Adopted in or out
{ FORMTEXT }	{ FORMTEXT }	{ FORMTEXT }
{ FORMTEXT }	{ FORMTEXT }	{ FORMTEXT }
{ FORMTEXT }	{ FORMTEXT }	{ FORMTEXT }
{ FORMTEXT }	{ FORMTEXT }	{ FORMTEXT }
{ FORMTEXT }	{ FORMTEXT }	{ FORMTEXT }

2.11 What was the marital status of the person who has died when they died?

{ FORMCHECKBOX } Never married

{ FORMCHECKBOX } Widowed, their lawful spouse or civil partner having died before them

{ FORMCHECKBOX } Married/in a civil partnership - give date

{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}

{ FORMCHECKBOX } Divorced/civil partnership is dissolved - give date

{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}

{ FORMCHECKBOX } Judicially separated - give date

{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}

2.12 What is the name of the court where the Decree Absolute, Decree of Dissolution of Partnership or Decree of Judicial Separation was issued?

{ FORMTEXT }

2.13 Did the person who has died own any foreign assets?

{ FORMCHECKBOX } Yes, the total value of their foreign assets (not including houses or land)

£{ FORMTEXT }

{ FORMCHECKBOX } No

2.14 Was there any land vested in the person who has died which was settled previously to their death and which remained settled land not withstanding their death?

{ FORMCHECKBOX } Yes

Note 2.11 – a civil partnership is a same-sex relationship that has been registered in accordance with the Civil Partnership Act 2004. A marriage is a legal ceremony conducted in UK under the Marriage Acts 1949, 1994 and The Marriage (Same Sex Marriage) Act 2013 or under legislation in any other country by the law applicable there. Date of divorce - this date is on their Decree Absolute, Decree of Dissolution of Partnership or Decree of Judicial Separation. You can get an official copy of these documents from the court that issued them, or from The Divorce Absolute Search Section, Central Family Court, 42–49 High Holborn, London WC1V 6NP.

Note 2.14 – It is rare for estates to be subject to the provisions of the Settled Land Act 1925 but if you know this applies or have any queries please seek legal advice.

{ FORMCHECKBOX } No

Questions 2.15 and 2.16 are for legal professionals only

2.15 What type of application are you making?

{ FORMTEXT }

2.16 Please state the grounds for making the application and any information in support

{ FORMTEXT }

2.17 Do you require a bilingual grant in English and Welsh?

{ FORMCHECKBOX } Yes

{ FORMCHECKBOX } No

3. Relatives of the person who has died

3.1 Did the person who has died leave a surviving lawful spouse or civil partner?

{ FORMCHECKBOX } Yes

{ FORMCHECKBOX } No

Note 3.1 – ‘survive’ means that they were alive when the deceased person died.

3.2 How many of the following blood and adoptive relatives did the person who has died have?

a How many sons or daughters of the person who died survived them?

b How many sons or daughters of the person who has died who did not survive them?

c How many children of people at ‘b’ who survived them?

Under 18 years	Over 18 years
{ FORMTEXT }	{ FORMTEXT }
{ FORMTEXT }	{ FORMTEXT }
{ FORMTEXT }	{ FORMTEXT }

Please confirm that if any of the applicants are grandchildren of the deceased (3.2c) that their parent is one of the persons referred to at 3.2b. If they are not then they are not able to apply.
{ FORMCHECKBOX } Yes

If you have entered details in any of the boxes above go to question 3.5. If not then proceed to question 3.3

Note 3.2 – Please state the number of relatives the person who has died had in the relevant sections. If none then put nil or strike through. If you are unsure about the relationships of the persons applying then contact HMCTS Probate.

Note – Depending on the value of the net estate the lawful spouse/civil partner may not be the only person entitled to the estate of the deceased. Please seek legal advice regarding the distribution of the estate. All relatives from the same category as the applicant are entitled to share in the estate including children/issue of any who have predeceased. You should seek legal advice regarding distribution of the estate if you are in any doubt.

3.3 How many of the following blood and adoptive relatives did the person who has died have?

If you have filled in details in any of the sections in question 3.2, then go to question 3.5

Note 3.3 – Once you have entered a number in one of the block sections (e.g. 3.3a to 3.3g) you should go to question 3.5.

a How many parents of the person who has died survived them?

b How many Whole-blood brothers or sisters of the person who has died survived them?

c How many Whole-blood brothers or sisters of the person who has died did not survive them?

d How many Children of people at section (c) survived them?

e How many Half-blood brothers or sisters of the person who has died survived them?

f How many Half-blood brothers or sisters of the person who has died did not survive them?

g How many Children of people at section (f) survived them?

Under 18 years	Over 18 years
{ FORMT EXT }	{ FORMT EXT }
{ FORMT EXT }	{ FORMT EXT }
{ FORMT EXT }	{ FORMT EXT }
{ FORMT EXT }	{ FORMT EXT }
{ FORMT EXT }	{ FORMT EXT }
{ FORMT EXT }	{ FORMT EXT }

Step-relatives should not be included.

A 'whole-blood' brother or sister is someone who has both parents in common with person who has died, or someone who was legally adopted by both of the parents of the person who has died.

A 'half-blood' brother or sister is someone who has only one parent in common with the person who has died, or someone who was legally adopted by only one of the parents of the person who has died.

Please confirm that if any of the applicants are nephews or neices of the whole or half blood of the deceased (questions 3.3d and 3.3g) that their parent is one of the persons referred to at 3.3c or 3.3f. If they are not then they are not able to apply.
{ FORMCHECKBOX } Yes

If you have entered details in any of the boxes above go to question 3.5. If not then go to question 3.4.

3.4 How many of the following blood and adoptive relatives did the person who has died have?

If you have filled in details in any of the sections in question 3.2, then go to question 3.5

a How many grandparents of the person who has died survived them?

b How many Whole-blood uncles or aunts of the person who has died survived them?

c How many Whole-blood uncles or aunts of the person who has died did not survive them?

d How many Children of people at 3.4c who survived them?

e How many Half-blood uncles or aunts of the person who has died survived them?

f How many Half-blood uncles or aunts of the person who has died did not survive them?

g How many Children of people at 3.4f who survived them?

Under 18 years	Over 18 years
{ FORMTE XT }	{ FORMTE XT }
{ FORMTE XT }	{ FORMTE XT }
{ FORMTE XT }	{ FORMTE XT }
{ FORMTE XT }	{ FORMTE XT }
{ FORMTE XT }	{ FORMTE XT }
{ FORMTE XT }	{ FORMTE XT }

Please confirm that if any of the applicants are cousins of the whole or half blood of the deceased (questions 3.4d and 3.4g) and that their parent is one of the persons referred to at 3.4c or 3.4f. If they are not then they are not able to apply.
{ FORMCHECKBOX } Yes

Note 3.4 – this section should only be completed if no relatives have been entered in section 3.3. Please state the number of relatives the person who has died had in the relevant sections. If none then put nil or strike through.

Step-relatives and people who were related to the person who has died only by marriage should not be included.

A 'whole-blood' uncle or aunt is someone who has both parents in common with the mother or father of the person who has died, or someone who was legally adopted by the maternal or paternal grandparents of the person who has died.

A 'half-blood' uncle or aunt is someone who has only one parent in common with the mother or father of the person who has died or someone who was legally adopted by only one of the grandparents of the person who has died.

3.5. Please state the relationship of each of the persons applying for the grant to the person who has died. (If you are applying as an attorney for someone then please state attorney)

Relationship description

First applicant

{ FORMTEXT }

Second applicant

{ FORMTEXT }

Third applicant

{ FORMTEXT }

Fourth applicant

{ FORMTEXT }

4. Applying as an attorney

4.1 Are you applying as an attorney on behalf of one or more people who are entitled to apply for a Grant of Representation? Please read Note 4 before proceeding.

{ FORMCHECKBOX } Yes, go to question 4.2

{ FORMCHECKBOX } No, go to section 5

4.2 Please give the full names of the person or people on whose behalf you are applying and their relationship to the person who has died.

{ FORMTEXT }

4.3 Please give their address

Building and street

{ FORMTEXT }

Second line of address

{ FORMTEXT }

Town or city

{ FORMTEXT }

County (optional)

{ FORMTEXT }

Postcode

{	{	{	{	{	{	{
F	F	F	F	F	F	F
O	O	O	O	O	O	O
R	R	R	R	R	R	R
M	M	M	M	M	M	M
T	T	T	T	T	T	T
E	E	E	E	E	E	E
X	X	X	X	X	X	X
T	T	T	T	T	T	T
}	}	}	}	}	}	}

4.4 Is a person on whose behalf you are applying unable to make a decision for themselves due to an impairment of or a disturbance in the functioning of their mind or brain?

{ FORMCHECKBOX } Yes, further confirmation of this will be requested by the Probate Registry.

{ FORMCHECKBOX } No

4.5 Has anyone been appointed by the Court of Protection to act on behalf of a person on whose behalf you are applying including the

Note 4 – if you are applying on behalf of more than one person, please provide the information requested in this section for the other people you represent on a separate sheet of paper. We may need to send you a further form for the person who is appointing you as their attorney to sign.

Please visit GOV.UK (gov.uk/wills-probate-inheritance/if-youre-an-executor) to print off the PA12 attorney form or call 0117 9302430 and quote 'Attorney' and we will send the attorney form.

You will need to send the attorney form to us with this application.

Where there are persons aged under 18 benefiting from the estate then two applicants (or at least two) will be needed in Section A. You may wish to contact HMCTS Probate to seek information in regard to who is eligible to apply.

Note 4.4 – this applies if they lack capacity under the Mental Capacity Act 2005 and are incapable of managing their property and financial affairs. You may wish to seek legal advice about this.

In some cases you may be asked to provide medical evidence. If you do not already have medical evidence from a qualified practitioner or are using a registered LPA or EPA a short form of medical evidence will be required.

Please visit GOV.UK (gov.uk/wills-probate-inheritance/if-youre-an-executor) to print off the PA14 medical certificate or call 0117 9302430 and quote 'medical evidence' and we will send the form..

right to apply for a grant of representation?

{ FORMCHECKBOX } Yes, please provide an official copy of the court order with your application

{ FORMCHECKBOX } No

4.6 Has a person on whose behalf you are applying appointed an attorney under an Enduring Power of Attorney (EPA) or a Property and Financial Affairs Lasting Power of Attorney (LPA)?

Note 4.6 – an LPA must be registered with the Office of the Public Guardian before it can be used.

{ FORMCHECKBOX } Yes, please provide the original EPA/LPA (or a solicitor's certified copy of it certified on every page.) with your application

{ FORMCHECKBOX } No, go to Section 6

4.7 Has the Enduring Power of Attorney (EPA) been registered with the Office of the Public Guardian?

{ FORMCHECKBOX } Yes

{ FORMCHECKBOX } No

Note – if you answered Yes, to question 2.8 you don't need to complete this section – please go to Section 6.

{ FORMTEXT }

Assets

Values

{ FORMTEXT }

```
{ FORMTEXT }
```

{ FORMCHECKBOX } Yes, please provide the official document with your application; if it is not in English, please also provide an official translation.
Go to Section 6.

{ FORMCHECKBOX } No

{ FORMCHECKBOX } Yes, please provide the official document with your application; if it is not in English, please also provide an official translation.

{ FORMCHECKBOX } No

Note 5.3 and 5.4 – these documents may help to support your application. If you do not have any of these documents, you may wish to seek legal advice.

6. Inheritance tax

6.1 Did you complete an Inheritance Tax Estate report online?

{ FORMCHECKBOX } Yes, do not submit an Inheritance Tax form with this application

Please provide the following details, then go to Legal Statement:

IHT Identifier	£{ FORMTEXT }
Gross Estate Figure	£{ FORMTEXT }
Net Estate Figure	£{ FORMTEXT }

{ FORMCHECKBOX } No, go to question 6.2

6.2 Which of the following inheritance tax forms have you completed?

{ FORMCHECKBOX } Form IHT205, complete 6.3 then go to Legal Statement

{ FORMCHECKBOX } Form IHT207, complete 6.4 then go to Legal Statement

{ FORMCHECKBOX } Forms IHT400 and IHT421, complete 6.5 then go to Legal Statement

6.3 Provide the following figures from form IHT205.

Figure from box D	£{ FORMTEXT }
Figure from box F (This figure will determine the probate application fee)	£{ FORMTEXT }

6.4 Provide the following figures from form IHT207.

Figure from box A	£{ FORMTEXT }
Figure from box H (This figure will determine the probate application fee)	£{ FORMTEXT }

6.5 Provide the following figures from form IHT421.

Figure from box 3 (Gross value of assets)	£{ FORMTEXT }
Figure from box 5 (Net value) (This figure will determine the probate application fee)	£{ FORMTEXT }

Note 6 – if you completed an Inheritance Tax Summary online, and fully complete question 6.1 of this form, you do not need to send an Inheritance Tax Estate report form with your application.

For guidance on probate fees please visit www.gov.uk/wills-probateinheritance/.

Note 6.2 – if you did not complete an Inheritance Tax Estate report online, you must complete IHT205, or IHT207, or both IHT400 and IHT421.

Note 6.3 – if the person who has died, died before 1 September 2006, it may affect which tax form you need to complete, so please ring the Probate Helpline on 0300 123 1072.

Note 6.5 – do not send form IHT400 or form IHT421 to us. Please send them to HM Revenue and Customs, Inheritance Tax, BX9 1HT, at the same time you send PA1A and other papers to HMCTS Probate. HMRC will stamp your IHT421 and send it to HMCTS Probate.

LEGAL STATEMENT

The undersigned confirms:

- to collect the whole estate
- to keep full details (an inventory) of the estate
- to keep a full account of how the estate has been distributed

If the Probate Registry (court) asks the undersigned they will:

- Provide the full details of the estate and how it has been distributed
- Return the grant of representation to the court

and understand that:

- The application will be rejected if the information is not provided (if asked)
- Proceedings for contempt of court may be brought against the undersigned if it is found that the evidence provided is deliberately untruthful or dishonest, as well as revocation of the grant

The undersigned confirm to administer the estate of the person who has died in accordance to law, and that the application is truthful.

This statement of truth must be signed by all persons making this application, or by their legal representative acting for them.

You are signing this statement of truth to indicate that the facts stated in this application and any attached sheets are true.

Name of first applicant

{ FORMTEXT }

Signature

--

Date signed

{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}

Name of second applicant

{ FORMTEXT }

Signature

--

Date signed

{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}

Name of third applicant

{ FORMTEXT }

Signature

--

Date signed

{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M

Name of fourth applicant

{ FORMTEXT }

Signature

--

Date signed

{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M

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E	E	E	E	E	E	E	E		E	E	E	E	E	E	E	E	E	
X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	
T	T	T	T	T	T	T	T		T	T	T	T	T	T	T	T	T	
}	}	}	}	}	}	}	}		}	}	}	}	}	}	}	}	}	

Please send the original form signed by all applicants and required documents with payment to:
 HMCTS Probate, PO Box 12625, Harlow, CM20 9QE

Phone 0300 303 0648
 Email contactprobate@justice.gov.uk

FOR OFFICE USE ONLY

How are the applicants entitled to apply.

In what capacity are the persons applying entitled to apply?

{ FORMCHECKBOX } The undersigned is the wife or husband or civil partner of the person who has died

{ FORMCHECKBOX } The undersigned is or are the child/children of the person who has died

{ FORMCHECKBOX } The undersigned is or are the grandchild/grandchildren of the person who has died being the son or daughter of a child who died in the lifetime of the person who has died.

{ FORMCHECKBOX } The undersigned is or are the parent/parents of the person who has died

{ FORMCHECKBOX } The undersigned is or are the brother(s) or sister (s) of the whole/half blood of the person who has died

{ FORMCHECKBOX } The undersigned is or are the niece/nephew (s) of the whole/half blood of the person who has died being the son or daughter of a brother or sister of the person who has died who died in their lifetime.

{ FORMCHECKBOX } Other (Please state in the box below the reason they are applying)

{ FORMTEXT }

PA1P

PA1P — Probate application

This form is for an application where the person who has died left a will

Checklist – before you send your application form to HMCTS Probate you will need to enclose the following. This checklist must be completed. If you do not enclose all of the required documents it will delay your application. Please keep copies of all documents that you send.

{ FORMCHECKBOX } PA1P - Probate Application (this form) - where a person who has died has left a will.

{ FORMCHECKBOX } Inheritance Tax Summary Form: Please submit the appropriate form (IHT205 or IHT207, and IHT217 if applicable), signed by all applicants (see additional notes in Section 7).

{ FORMCHECKBOX } The last original will and any codicils made since that will.

{ FORMCHECKBOX } A copy of any foreign wills or any wills dealing with assets held outside England and Wales (and if not in English, an English translation).

{ FORMCHECKBOX } An official copy (not a photocopy) of the death certificate, or a coroner's interim certificate of the person who has died.

{ FORMCHECKBOX } Any other documents requested on this form. Please list them:

{ FORMTEXT }

As well as the application fee, there is a fee for each official copy of the Grant of Representation that we provide.

How many official copies of the Grant of Representation do you require for use in the United Kingdom? { FORMTEXT }

How many official copies of the Grant of Representation do you require for use outside of the United Kingdom? { FORMTEXT }

Application fee

£{ FORMTEXT }

Fees for copies

£{ FORMTEXT }

Total fees

£{ FORMTEXT }

{ FORMCHECKBOX } Debit or Credit card. (This payment must be made before you send your application and the payment reference entered in the box below.)

Payment reference

{ FORMTEXT }

If you need help filling out this form please call the

Probate Helpline
0300 123 1072

We cannot provide legal advice

Did you know you can apply for Probate online?

Go to www.gov.uk/wills-probate-inheritance/applying-for-a-grant-of-representation

Checklist note – Do not attach anything to or remove anything from the original will/codicils. Also, make sure that you keep a copy for yourself.

Details of how to pay by debit or credit card can be found at www.gov.uk/wills-probate-inheritance/applying-for-a-grant-of-representation Please send your form and required documents with payment to HMCTS Probate, PO Box 12625, Harlow, CM20 9QE.

{ FORMCHECKBOX } A cheque/postal order payable to 'HMCTS' in respect of HMCTS's fees. Please write the name of the person who has died on the back of the cheque.

SECTION A – PERSONAL INFORMATION

1. About the applicant(s) – All applicants must be over 18 years and a maximum of 4 may apply

1.1 Title and full name including middle names of first applicant

Title

{ MERGEFIELD
FW_PROEXEC1_FWEXEC_1_TITLE }

First name(s)

{ MERGEFIELD FW_PROEXEC1_FWEXEC_1_FORE }

Middle name(s)

Last name

{ MERGEFIELD FW_PROEXEC1_FWEXEC_1_SURN }

1.2 Is your name different in the will and codicil?

{ FORMCHECKBOX } Yes, give the name as it appears in the will or codicil in the box below

{ FORMCHECKBOX } No

Please complete in BLOCK capitals placing a tick in boxes where applicable.

Note 1.1 –

all correspondence, including the Grant of Representation, will be sent to the first applicant named in this section.

Only list applicants who wish to be named on the grant in this section and they will be required to sign this document. Please note that the names you provide here must match the names provided on your formal ID. E.g. passport or Driving licence.

When there are no executors applying and there are persons aged under 18 benefiting from the estate then two applicants (or at least two) will be needed in Section A. You may wish to contact HMCTS Probate to seek information in regard to who is eligible to apply.

1.3 Your address

Building and street

{ MERGEFIELD FW_PROEXEC1_FWEXEC1_ADDR_1 }

Second line of address

{ MERGEFIELD FW_PROEXEC1_FWEXEC1_ADDR_2 }

Town or city

{ MERGEFIELD
FW_PROEXEC1_FWEXEC1_ADDR_3 }

County (optional)

{ FORMTEXT }

Postcode

{ MERGEFIELD
FW_PROEXEC1_FWEXEC1_ADDR_PC }

1.4 Your home telephone number

{ MERGEFIELD
FW_PROEXEC1_CTD_FWEXEC_1_TEL }

1.5 Your mobile/work telephone number

{ MERGEFIELD
FW_PROEXEC1_CTD_FWEXEC_1_MOB }

1.6 Your email address

{ MERGEFIELD FW_PROEXEC1_CTD_FWEXEC_1_EMAIL }

Note 1.6 – we will use your email address to send you updates about the progress of your application.

{	{	{	{	{	{	{	{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}	}	}	}	}	}	}	}

1.7 Title and full name including middle names of second applicant

Title

First name(s)

{	{	{	{	{	{	{	{	{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}	}	}	}	}	}	}	}	}

{	{	{	{	{	{	{	{	{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}	}	}	}	}	}	}	}	}

Middle name(s)

{	{	{	{	{	{	{	{	{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}	}	}	}	}	}	}	}	}

{	{	{	{	{	{	{	{	{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}	}	}	}	}	}	}	}	}

Last name

{	{	{	{	{	{	{	{	{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T

E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}	}	}	}	}	}	}	}

{	{	{	{	{	{	{	{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}	}	}	}	}	}	}	}

1.8 Is their name different in the will and codicil?

{ FORMCHECKBOX } Yes, give the name as it appears in the will or codicil in the box below

{ FORMTEXT }

{ FORMCHECKBOX } No

1.9 Their address

Building and street

{ FORMTEXT }

Second line of address

{ FORMTEXT }

Town or city

{ FORMTEXT }

County (optional)

{ FORMTEXT }

Postcode

{	{	{	{	{	{	{
F	F	F	F	F	F	F
O	O	O	O	O	O	O
R	R	R	R	R	R	R
M	M	M	M	M	M	M
T	T	T	T	T	T	T
E	E	E	E	E	E	E
X	X	X	X	X	X	X
T	T	T	T	T	T	T
}	}	}	}	}	}	}

1.10 Their email address

{	{	{	{	{	{	{	{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}	}	}	}	}	}	}	}

{	{	{	{	{	{	{	{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}	}	}	}	}	}	}	}

1.11 Title and full name including middle names of third applicant

Title

{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}

First name(s)

{	{	{	{	{	{	{	{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}	}	}	}	}	}	}	}

{	{	{	{	{	{	{	{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}	}	}	}	}	}	}	}

Middle name(s)

{	{	{	{	{	{	{	{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}	}	}	}	}	}	}	}

{	{	{	{	{	{	{	{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}	}	}	}	}	}	}	}

Last name

{	{	{	{	{	{	{	{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}	}	}	}	}	}	}	}

{	{	{	{	{	{	{	{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}	}	}	}	}	}	}	}

1.12 Is their name different in the will and codicil?

{ FORMCHECKBOX } Yes, give the name as it appears in the will or codicil in the box below

{ FORMTEXT }

{ FORMCHECKBOX } No

1.13 Their address

Building and street

{ FORMTEXT }

Second line of address

{ FORMTEXT }

Town or city

{ FORMTEXT }

County (optional)

{ FORMTEXT }

Postcode

{	{	{	{	{	{	{
F	F	F	F	F	F	F
O	O	O	O	O	O	O
R	R	R	R	R	R	R
M	M	M	M	M	M	M
T	T	T	T	T	T	T
E	E	E	E	E	E	E
X	X	X	X	X	X	X
T	T	T	T	T	T	T
}	}	}	}	}	}	}

1.14 Their email address

{	{	{	{	{	{	{	{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}	}	}	}	}	}	}	}

{	{	{	{	{	{	{	{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}	}	}	}	}	}	}	}

1.15 Title and full name including middle names of fourth applicant

Title

{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O

R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}

First name(s)

{	{	{	{	{	{	{	{	{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}	}	}	}	}	}	}	}	}

{	{	{	{	{	{	{	{	{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}	}	}	}	}	}	}	}	}

Middle name(s)

{	{	{	{	{	{	{	{	{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}	}	}	}	}	}	}	}	}

{	{	{	{	{	{	{	{	{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}	}	}	}	}	}	}	}	}

Last name

{	{	{	{	{	{	{	{	{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R

M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}	}	}	}	}	}	}	}

{	{	{	{	{	{	{	{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}	}	}	}	}	}	}	}

1.16 Is their name different in the will and codicil?

{ FORMCHECKBOX } Yes, give the name as it appears in the will or codicil in the box below

{ FORMTEXT }

{ FORMCHECKBOX } No

1.17 Their address

Building and street

{ FORMTEXT }

Second line of address

{ FORMTEXT }

Town or city

{ FORMTEXT }

County (optional)

{ FORMTEXT }

Postcode

{	{	{	{	{	{	{
F	F	F	F	F	F	F
O	O	O	O	O	O	O
R	R	R	R	R	R	R
M	M	M	M	M	M	M
T	T	T	T	T	T	T
E	E	E	E	E	E	E
X	X	X	X	X	X	X
T	T	T	T	T	T	T
}	}	}	}	}	}	}

1.18 Their email address

{	{	{	{	{	{	{	{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}	}	}	}	}	}	}	}

{	{	{	{	{	{	{	{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T

}	}	}	}	}	}	}	}	}	}	}	}	}	}	}	}
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

SECTION B

The information you provide in this section of the application form will be the basis of your statement of truth, and it will be stored as a public record.

If you need help filling out this form please call the

Probate Helpline
0300 303 0648

2. About the person who has died

We cannot provide legal advice

2.1 Forename(s) (including all middle names) as they appear on the Death Certificate

{ FORMTEXT }

2.2 Surname as it appears on the Death Certificate

{ FORMTEXT }

2.3 Permanent address

Building and street

{ FORMTEXT }

Second line of address

{ FORMTEXT }

Town or city

{ FORMTEXT }

County (optional)

{ FORMTEXT }

Postcode

{	{	{	{	{	{	{
F	F	F	F	F	F	F
O	O	O	O	O	O	O
R	R	R	R	R	R	R
M	M	M	M	M	M	M
T	T	T	T	T	T	T
E	E	E	E	E	E	E
X	X	X	X	X	X	X
T	T	T	T	T	T	T
}	}	}	}	}	}	}

2.4 Date they were born

{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}

2.5 Date they died

{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}

2.6 Was the person who has died known by any other name in which they held assets?

{ FORMCHECKBOX } Yes, go to question 2.7

{ FORMCHECKBOX } No, go to question 2.8

2.7 Please give the details of any other names by which the person who has died held assets.

Full name
{ FORMTEXT }

Note 2.7 – These names must be ones that will appear on the grant because an asset is in that name. We do not need to know the asset.

2.8 Did the person who died live permanently in England and Wales at the date of death, or intend to return to England and Wales to live permanently? (For legal purposes this generally means they were domiciled in England and Wales. You may wish to seek legal advice about this.)

{ FORMCHECKBOX } Yes

{ FORMCHECKBOX } No

Note 2.8 – Living permanently means they had either their permanent or principal home in England and Wales at the date of death or they intended to return to England and Wales

2.9 What was the marital status of the person who has died when they died?

{ FORMCHECKBOX } Never married

{ FORMCHECKBOX } Widowed, their lawful spouse or civil partner having died before them

{ FORMCHECKBOX } Married/in a civil partnership - give date

{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}

{ FORMCHECKBOX } Divorced/civil partnership is dissolved - give date

{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}

Note 2.9 – a civil partnership is a same-sex relationship that has been registered in accordance with the Civil Partnership Act 2004. A marriage is a legal ceremony conducted in UK under the Marriage Acts 1949, 1994 and The Marriage (Same Sex Marriage) Act 2013 or under legislation in any other country by the law applicable there. Date of divorce - this date is on their Decree Absolute, Decree of Dissolution of Partnership or Decree of Judicial Separation. You can get an official copy of these documents from the court that issued them, or from The Divorce Absolute Search Section, Central Family Court, 42–49 High Holborn, London WC1V 6NP.

{ FORMCHECKBOX } Judicially separated - give date

{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}

2.12 What is the name of the court where the Decree Absolute, Decree of Dissolution of Partnership or Decree of Judicial Separation was issued?

{ FORMTEXT }

2.13 Did the person who has died own any foreign assets?
{ FORMCHECKBOX } Yes, the total value of their foreign assets (not including houses or land)

£{ FORMTEXT }

{ FORMCHECKBOX } No

2.12 Was there any land vested in the person who has died which was settled previously to their death and which remained settled land not withstanding their death?

{ FORMCHECKBOX } Yes

{ FORMCHECKBOX } No

Only answer this question if no executor to the will is applying

2.13 Was the person who has died or any of their relatives legally adopted in or out of the family?

{ FORMCHECKBOX } Yes, see note 2.13

{ FORMCHECKBOX } No, go to question 3

2.14 Please name the legally adopted relatives and give their relationship to the person who has died. Please state whether they were adopted into the family of the person who has died, or 'adopted out' (become part of someone else's family).

Name	Relationship	Adopted in or out
{ FORMTEXT }	{ FORMTEXT }	{ FORMTEXT }
{ FORMTEXT }	{ FORMTEXT }	{ FORMTEXT }
{ FORMTEXT }	{ FORMTEXT }	{ FORMTEXT }
{ FORMTEXT }	{ FORMTEXT }	{ FORMTEXT }
{ FORMTEXT }	{ FORMTEXT }	{ FORMTEXT }

Note 2.12 – It is rare for estates to be subject to the provisions of the Settled Land Act 1925 but if you know this applies or have any queries please seek legal advice.

Note 2.13 – If you answered Yes to this question we may require additional information to be submitted once we have received your application.

3. The will and any codicils – This section is about the will. You must submit the most recent original will and codicils made since the last will, if there are any.

3.1 What is the date of the will you are submitting to the court?

{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}

3.2 Did the person who has died also leave any codicils, made since that will?

{ FORMCHECKBOX } Yes, please provide the original document(s) with your application

and list below the dates of the codicils you are submitting to the court.

{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}

{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}

{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}

{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F

Note 3 – a will does not have to be a formal document. Please make sure you send the original will with your application. If you do not then this will delay your application.

If you have been unable to locate the original will or any codicil and only have a copy and have made all reasonable attempts to locate the original. Please visit GOV. UK (gov.uk/wills-probate-inheritance/if-the-person-left-a-will) to print off the PA13 lost will questionnaire or call 0117 9302430 and quote 'Lost will' and we will supply additional information to help you proceed.

Note 3.2 – a codicil is a document that amends a will.

O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}

{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}

{ FORMCHECKBOX } No

3.3 Did the person who has died have any wills that were made outside of England and Wales?

{ FORMCHECKBOX } Yes

{ FORMCHECKBOX } No

3.4 Did the person who has died marry or enter into a Civil Partnership after the date of the will or any codicils?

{ FORMCHECKBOX } Yes, please give the date of marriage or civil partnership

{	{	{	{	{	{	{	{
F	F	F	F	F	F	F	F
O	O	O	O	O	O	O	O
R	R	R	R	R	R	R	R
M	M	M	M	M	M	M	M
T	T	T	T	T	T	T	T
E	E	E	E	E	E	E	E
X	X	X	X	X	X	X	X
T	T	T	T	T	T	T	T
}	}	}	}	}	}	}	}

{ FORMCHECKBOX } No

Only answer this question if no executor to the will is applying

3.5 Is there anyone under 18 years old who receives a gift in the will or a codicil?

{ FORMCHECKBOX } Yes, Please note two applicants will need to apply in Section A.

Contact HMCTS Probate to see who is entitled to make the application.

{ FORMCHECKBOX } No

3.6 Name any executors who are not making this application, and explain why.

Reasons for executors not applying:

A – They died before the person who has died.

B – They died after the person who has died (Please include the date they died by their name).

C – Power reserved: they have chosen not to apply, but reserve the right to do so later.

D – Renunciation: they have chosen not to apply, and give up all rights to apply. (Before you send off your application please read NOTE REASON D)

E – Power of attorney: they have appointed or wish to appoint another person to act as their attorney to take a Grant of Representation on their behalf (You will also need to complete Section 5 of this application). (Before you send off your application please read NOTE REASON E)

F – They lack capacity to act as executor.

Note 3.6 – Executors are the first person who can apply for a grant. We need to know why any executors aren't included in this application. This includes any executors who have pre-deceased. If you do not provide all of the information this will delay your application.

Full name(s) of executor(s) not applying	A, B, C, D, E or F
{ FORMTEXT }	{ FORM TEXT }
{ FORMTEXT }	{ FORM TEXT }
{ FORMTEXT }	{ FORM TEXT }

Reason C

If any executors are having power reserved, you must notify them of the application in writing. The Grant of Representation will only be issued to those people named as applicants in Section A.

Reason D

If you state that an executor has given up their right to apply. We will need to send another form to you to give to the executor, for them to sign. Please visit GOV.UK (gov.uk/wills-probate-inheritance/if-youre-an-executor) to print off the PA15 renunciation form or call 0117 9302430 and quote 'Renunciation' and we will send the renunciation form.

You will need to send the renunciation form to us with this application.

Reason E

If you state that an executor wishes to appoint an attorney or they already have an attorney. We will need to send another form to you to give to the executor for them to sign, or you will need to provide one of the forms mentioned in Section 5.

Please visit GOV.UK (gov.uk/wills-probate-inheritance/if-youre-an-executor) to print off the PA11 attorney form or call 0117 9302430 and quote 'Attorney' and we will send the attorney form.

You will need to send the attorney form to us with this application. The attorney of one executor and an executor acting in their own right may not jointly apply for a Grant of Representation.

Reason F

If you state that an executor lacks capacity and are incapable of managing their property and financial affairs, when we receive this application we may send a medical certificate for the executors' doctor to sign. If you do not already have medical evidence from a qualified practitioner or are using a registered LPA a short form of medical evidence will be required.

Please visit GOV.UK (gov.uk/wills-probate-inheritance/if-youre-an-executor) to print off the PA14 medical certificate or call 0117 9302430 and quote 'Medical evidence' and we will send out the form.

You will need to send the medical certificate to us with this application.

The attorney of one executor and an executor acting in their own right may not jointly apply for a Grant of Representation.

3.7 { FORMCHECKBOX } The undersigned declare that written notice has been given to all executors who have power reserved to them and are not making this application.

If you fail to give written notice, it is likely to delay your application.

3.8 Did you separate the will for photocopying purposes?

{ FORMCHECKBOX } Yes - please explain the details in the box below including who separated it, when they did and why they did it.

{ FORMTEXT }

{ FORMCHECKBOX } No

3.9 Can you confirm the will consisted of the pages now being submitted and no other pages or documents of a testamentary nature or other nature were attached.

{ FORMCHECKBOX } Yes

{ FORMCHECKBOX } No

4. Relatives of the person who has died

4.1 Did the person who has died leave a surviving spouse or civil partner?

{ FORMCHECKBOX } Yes

{ FORMCHECKBOX } No

Note 4.1 – ‘survive’ means that they were alive when the deceased person died.

4.2 How many of the following blood and adoptive relatives did the person who has died have?

a How many sons or daughters of the person who died survived them?

b How many sons or daughters of the person who has died who did not survive them?

c How many children of people at ‘b’ who survived them?

Under 18 years	Over 18 years
{ FORMTEXT }	{ FORMTEXT }
{ FORMTEXT }	{ FORMTEXT }
{ FORMTEXT }	{ FORMTEXT }

Note 4.2 – Please state the number of relatives the person who has died had in the relevant sections. If none then put nil or strike through.

4.3 Please state the relationship of each of the persons applying for the grant to the person who has died. (If you are applying as an attorney for someone then please state attorney)

Relationship description

First applicant

{ FORMTEXT }

Second applicant

{ FORMTEXT }

Third applicant

{ FORMTEXT }

Fourth applicant

{ FORMTEXT }

5. Applying as an attorney

5.1 Are you applying as an attorney on behalf of one or more people who are entitled to apply for a Grant of Representation? Please read Note 4 before proceeding.

{ FORMCHECKBOX } Yes, go to question 5.2

{ FORMCHECKBOX } No, go to section 6

5.2 Please give the full names of the person or people on whose behalf you are applying

{ FORMTEXT }

5.3 Please give their address

Building and street

{ FORMTEXT }

Second line of address

{ FORMTEXT }

Town or city

{ FORMTEXT }

County (optional)

{ FORMTEXT }

Postcode

{	{	{	{	{	{	{
F	F	F	F	F	F	F
O	O	O	O	O	O	O
R	R	R	R	R	R	R
M	M	M	M	M	M	M
T	T	T	T	T	T	T
E	E	E	E	E	E	E
X	X	X	X	X	X	X
T	T	T	T	T	T	T
}	}	}	}	}	}	}

5.4 Is a person on whose behalf you are applying unable to make a decision for themselves due to an impairment of or a disturbance in the functioning of their mind or brain?

{ FORMCHECKBOX } Yes, further confirmation of this will be requested HMCTS Probate

{ FORMCHECKBOX } No

5.5 Has anyone been appointed by the Court of Protection to act on behalf of a person on whose behalf you are applying including the right to apply for a grant of representation?

Note 5 – if you are applying on behalf of more than one person, please provide the information requested in this section for the other people you represent on a separate sheet of paper. We will need to send another form to you to give to the executor for them to sign, or you will need to provide one of the forms mentioned in this section.

Please visit GOV.UK (gov.uk/wills-probate-inheritance/if-youre-an-executor) to print off the PA11 attorney form or call 0117 9302430 and quote 'Attorney' and we will send the attorney form.

You will need to send the signed attorney form to us with this application. The attorney of one executor and an executor acting in their own right may not jointly apply for a Grant of Representation.

Where there are persons aged under 18 benefiting from the estate then two applicants (or at least two) will be needed in Section A. You may wish to contact HMCTS Probate to seek information in regard to who is eligible to apply.

Note 5.4 – this applies if they lack capacity under the Mental Capacity Act 2005 and are incapable of managing their property and financial affairs. You may wish to seek legal advice about this.

If you do not already have medical evidence from a qualified practitioner or are using a registered LPA a short form of medical evidence will be required.

Please visit GOV.UK (gov.uk/wills-probate-inheritance/if-youre-an-executor) to print off the PA14 medical certificate or call 0117 9302430 and quote 'medical evidence' and we will send the form.

{ FORMCHECKBOX } Yes, please provide an official copy of the court order with your application

{ FORMCHECKBOX } No

5.6 Has a person on whose behalf you are applying appointed an attorney under an Enduring Power of Attorney (EPA) or a Property and Financial Affairs Lasting Power of Attorney (LPA)?

{ FORMCHECKBOX } Yes, please provide the original EPA/LPA (or a solicitor's certified copy of it certified on every page.) with your application

{ FORMCHECKBOX } No, go to Section 6

5.7 Has the Enduring Power of Attorney (EPA) been registered with the Office of the Public Guardian?

{ FORMCHECKBOX } Yes

{ FORMCHECKBOX } No

Note – if you answered Yes, to question 2.8 you don't need to complete this section – please go to Section 7.

{ FORMTEXT }

Assets

Values

{ FORMTEXT }

{ FORMTEXT }

{ FORMCHECKBOX } Yes, please provide the official document with your application; if it is not in English, please also provide an official translation.
Go to Section 7.

{ FORMCHECKBOX } No

{ FORMCHECKBOX } Yes, please provide the official document with your application; if it is not in English, please also provide an official translation.

{ FORMCHECKBOX } No

Note 6.3 and 6.4 – these documents may help to support your application. If you do not have any of these documents, you may wish to seek legal advice.

7. Inheritance tax

7.1 Did you complete an Inheritance Tax Estate report online?

{ FORMCHECKBOX } Yes, do not submit an Inheritance Tax form with this application

Please provide the following details, then go to Legal Statement:

IHT Identifier	£{ FORMTEXT }
Gross Estate Figure	£{ FORMTEXT }
Net Estate Figure	£{ FORMTEXT }

{ FORMCHECKBOX } No, go to question 7.2

7.2 Which of the following inheritance tax forms have you completed?

{ FORMCHECKBOX } Form IHT205, complete 7.3 then go to Legal Statement

{ FORMCHECKBOX } Form IHT207, complete 7.4 then go to Legal Statement

{ FORMCHECKBOX } Forms IHT400 and IHT421, complete 7.5 then go to Legal Statement

7.3 Provide the following figures from form IHT205.

Figure from box D	£{ FORMTEXT }
Figure from box F (This figure will determine the probate application fee)	£{ FORMTEXT }

7.4 Provide the following figures from form IHT207.

Figure from box A	£{ FORMTEXT }
Figure from box H (This figure will determine the probate application fee)	£{ FORMTEXT }

7.5 Provide the following figures from form IHT421.

Figure from box 3 (Gross value of assets)	£{ FORMTEXT }
Figure from box 5 (Net value)	£{ FORMTEXT }

(This figure will determine the probate application fee)

Note 7 – if you completed an Inheritance Tax Summary online, and fully complete question 7.1 of this form, you do not need to send an Inheritance Tax Estate report form with your application.

For guidance on probate fees please visit www.gov.uk/wills-probate-inheritance/

Note 7.2 – if you did not complete an Inheritance Tax Estate report online, you must complete IHT205, or IHT207, or both IHT400 and IHT421.

Note 7.3 – if the person who has died, died before 1 September 2006, it may affect which tax form you need to complete, so please ring the Probate Helpline on 0300 123 1072.

Note 7.5 – do not send form IHT400 or form IHT421 to us. Please send them to HM Revenue and Customs, Inheritance Tax, BX9 1HT, at the same time you send PA1P and other papers to HMCTS Probate. HMRC will stamp your IHT421 and send it to HMCTS Probate.

LEGAL STATEMENT

The undersigned confirms:

- That the last will and any codicils referred to in this application is the last will and testament of the person who has died
- to collect the whole estate
- to keep full details (an inventory) of the estate
- to keep a full account of how the estate has been distributed

If HMCTS Probate (court) asks the undersigned they will:

- Provide the full details of the estate and how it has been distributed
- Return the grant of representation to the court

and understand that:

- The application will be rejected if the information is not provided (if asked)
- Criminal proceedings for fraud may be brought against the undersigned if it is found that the evidence provided is deliberately untruthful or dishonest

The undersigned confirm to administer the estate of the person who has died in accordance to law, and that the application is truthful.

ALL PERSONS APPLYING FOR THE GRANT (those listed in Section A) MUST SIGN BELOW.

<div>Name of first applicant<div>{ FORMTEXT }</div></div> <div>Signature<div></div></div> <div>Date signed<table><tr><td>{</td><td>{</td><td>{</td><td>{</td><td>{</td><td>{</td><td>{</td><td>{</td></tr><tr><td>F</td><td>F</td><td>F</td><td>F</td><td>F</td><td>F</td><td>F</td><td>F</td></tr><tr><td>O</td><td>O</td><td>O</td><td>O</td><td>O</td><td>O</td><td>O</td><td>O</td></tr><tr><td>R</td><td>R</td><td>R</td><td>R</td><td>R</td><td>R</td><td>R</td><td>R</td></tr><tr><td>M</td><td>M</td><td>M</td><td>M</td><td>M</td><td>M</td><td>M</td><td>M</td></tr><tr><td>T</td><td>T</td><td>T</td><td>T</td><td>T</td><td>T</td><td>T</td><td>T</td></tr><tr><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td></tr><tr><td>X</td><td>X</td><td>X</td><td>X</td><td>X</td><td>X</td><td>X</td><td>X</td></tr><tr><td>T</td><td>T</td><td>T</td><td>T</td><td>T</td><td>T</td><td>T</td><td>T</td></tr><tr><td>}</td><td>}</td><td>}</td><td>}</td><td>}</td><td>}</td><td>}</td><td>}</td></tr></table></div>	{	{	{	{	{	{	{	{	F	F	F	F	F	F	F	F	O	O	O	O	O	O	O	O	R	R	R	R	R	R	R	R	M	M	M	M	M	M	M	M	T	T	T	T	T	T	T	T	E	E	E	E	E	E	E	E	X	X	X	X	X	X	X	X	T	T	T	T	T	T	T	T	}	}	}	}	}	}	}	}	<div>Name of second applicant<div>{ FORMTEXT }</div></div> <div>Signature<div></div></div> <div>Date signed<table><tr><td>{</td><td>{</td><td>{</td><td>{</td><td>{</td><td>{</td><td>{</td><td>{</td></tr><tr><td>F</td><td>F</td><td>F</td><td>F</td><td>F</td><td>F</td><td>F</td><td>F</td></tr><tr><td>O</td><td>O</td><td>O</td><td>O</td><td>O</td><td>O</td><td>O</td><td>O</td></tr><tr><td>R</td><td>R</td><td>R</td><td>R</td><td>R</td><td>R</td><td>R</td><td>R</td></tr><tr><td>M</td><td>M</td><td>M</td><td>M</td><td>M</td><td>M</td><td>M</td><td>M</td></tr><tr><td>T</td><td>T</td><td>T</td><td>T</td><td>T</td><td>T</td><td>T</td><td>T</td></tr><tr><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td></tr><tr><td>X</td><td>X</td><td>X</td><td>X</td><td>X</td><td>X</td><td>X</td><td>X</td></tr><tr><td>T</td><td>T</td><td>T</td><td>T</td><td>T</td><td>T</td><td>T</td><td>T</td></tr><tr><td>}</td><td>}</td><td>}</td><td>}</td><td>}</td><td>}</td><td>}</td><td>}</td></tr></table></div>	{	{	{	{	{	{	{	{	F	F	F	F	F	F	F	F	O	O	O	O	O	O	O	O	R	R	R	R	R	R	R	R	M	M	M	M	M	M	M	M	T	T	T	T	T	T	T	T	E	E	E	E	E	E	E	E	X	X	X	X	X	X	X	X	T	T	T	T	T	T	T	T	}	}	}	}	}	}	}	}
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Please send the original form signed by all applicants and required documents with payment to:
 HMCTS Probate, PO Box 12625, Harlow, CM20 9QE

Phone 0300 303 0648
 Email contactprobate@justice.gov.uk

FOR OFFICE USE ONLY

How are the applicants entitled to apply.

In what capacity are the persons applying entitled to apply?

{ FORMCHECKBOX } The executor/s named in the will/codicil of the person who has died

{ FORMCHECKBOX } The Attorney/s acting on behalf of the executor/s named in the will/codicil of the person who has died

{ FORMCHECKBOX } Beneficiary/s named in the will/codicil of the person who has died

{ FORMCHECKBOX } The Attorney/s acting on behalf of the beneficiary/s named in the will/codicil of the person who has died

{ FORMCHECKBOX } Other (Please state in the box below the reason they are applying)

{ FORMTEXT }

Passport Office Notification Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

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_FWPASSPORT_OFF_name" }
{ MERGEFIELD "FW_PRO_PROFBODS_FWPASSPORT_OFF_address" }

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Passport Number: { MERGEFIELD
FW PRO_PROFBODS FWPASSPORT NO }
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
\@ "d"*Ordinal } { MERGEFIELD
FW PRODCDETS 1 FWDCD DT DTH \@ "MMMM
yyyy" }

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

We return the deceased's current passport and we should be grateful if you would update your records and confirm once this has been completed.

We look forward to hearing from you shortly.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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LTD\\Documents\\OspreyOfficeGateway\\footer.doc"}

Pension Service Blank Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

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_FWPENS_SERVICE_name }
{ MERGEFIELD FW_PRO_PROFBODS_FWPENS_SERVICE_address }

Dear Sirs

<u>Deceased:</u>	<u>{ MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }</u>
<u>Date of Death:</u>	<u>{ MERGEFIELD "FW_PRODCDETS 1 FWDCD DT DTH" }</u>
<u>Address:</u>	<u>{ MERGEFIELD FW_PRODCDETS 1 FWDCD PRV ADD1 }, {</u> <u>MERGEFIELD FW_PRODCDETS 1 FWDCD PRV ADD2 }, {</u> <u>MERGEFIELD FW_PRODCDETS 1 FWDCD PRV ADD3 }, {</u> <u>MERGEFIELD FW_PRODCDETS 1 FWDCD PRV ADDPC }</u>
<u>NI Number</u>	<u>{ MERGEFIELD FW_PRODCDETS 1 FW NINUMBER }</u>

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Pension Service Initial Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

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_FWPENS_SERVICE_name }
{ MERGEFIELD FW_PRO_PROFBODS_FWPENS_SERVICE_address }

Dear Sirs

Deceased: { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }
Date of Death: { MERGEFIELD "FW_PRODCDETS 1 FWDCD DT DTH" }
Address: { MERGEFIELD FW_PRODCDETS 1 FWDCD PRV ADD1 }, {
MERGEFIELD FW_PRODCDETS 1 FWDCD PRV ADD2 }, {
MERGEFIELD FW_PRODCDETS 1 FWDCD PRV ADD3 }, {
MERGEFIELD FW_PRODCDETS 1 FWDCD PRV ADDPC }
NI Number { MERGEFIELD FW_PRODCDETS 1 FW NINUMBER }

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

We would be grateful if you would let us know whether there are any arrears of pension and/or pension credit due to the estate or if there have been any overpayments resulting in a refund to yourselves.

We should also be grateful if you would confirm the amount of pension paid up to the deceased up to the date of death for the tax year starting 6th April { MERGEFIELD fsmm_Prob_Tax_Year }.

We look forward to hearing from you shortly.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

PEP Provider Blank Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

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

{ MERGEFIELD "FW_PRO_INV_SAV_FWPEP_PRVDR_name" }
{ MERGEFIELD "FW_PRO_INV_SAV_FWPEP_PRVDR_address" }

Dear Sirs

Deceased: { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }
Account Number[s]: { MERGEFIELD "FW PRO INV SAV FWPEP 1 NO" }{
MERGEFIELD "FW PRO INV SAV FWPEP 2 NO" \b", "{
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
\@ "d"*Ordinal } { MERGEFIELD
FW_PRODCDETS 1 FWDCD DT DTH \@ "MMMM yyyy" }

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

PEP Provider Claim letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

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

{ MERGEFIELD "FW_PRO_INV_SAV_FWPEP_PRVDR_name" }
{ MERGEFIELD "FW_PRO_INV_SAV_FWPEP_PRVDR_address" }

Dear Sirs

Deceased: { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }
Account Number[s]: { MERGEFIELD "FW PRO INV SAV FWPEP 1 NO" }{
MERGEFIELD "FW PRO INV SAV FWPEP 2 NO" \b", "}
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
\@ "d"*Ordinal } { MERGEFIELD
FW_PRODCDETS 1 FWDCD DT DTH \@ "MMMM yyyy" }

Further in this matter, we now enclose an office copy grant of representation, together with the signed claim form. We should be grateful if you could process the claim and send a cheque for the proceeds to us.

We look forward to hearing from you as soon as possible.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

PEP Provider Value Enquiry

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

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

{ MERGEFIELD "FW_PRO_INV_SAV_FWPEP_PRVDR_name" }
{ MERGEFIELD "FW_PRO_INV_SAV_FWPEP_PRVDR_address" }

Dear Sirs

Deceased: { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }
Account Number[s]: { MERGEFIELD "FW PRO INV SAV FWPEP 1 NO" }{
MERGEFIELD "FW PRO INV SAV FWPEP 2 NO" \b", "}
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
\@ "d"*Ordinal } { MERGEFIELD
FW_PRODCDETS 1 FWDCD DT DTH \@ "MMMM yyyy" }

We are instructed by the personal representatives of the above named deceased to apply for a grant of representation and deal with the administration of the estate. We enclose a certified copy death certificate for noting in your records.

Please let us have the value of the above investment as at the date of death for probate purposes. Please also let us have your requirements for dealing with the encashment of transfer of the investment in due course.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Private Pension 1 Blank Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

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

{ MERGEFIELD FW_PRO_PENS_INS_FWPENS_PRVDR_1_name }
{ MERGEFIELD FW_PRO_PENS_INS_FWPENS_PRVDR_1_address }

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Pension Reference: { MERGEFIELD "FW PRO PENS INS FWPENS REF 1"
}
Address: { MERGEFIELD
FW PRODCDETS 1 FWD CD PRV ADD1 }, {
MERGEFIELD
FW PRODCDETS 1 FWD CD PRV ADD2 }, {
MERGEFIELD
FW PRODCDETS 1 FWD CD PRV ADD3 }, {
MERGEFIELD
FW PRODCDETS 1 FWD CD PRV ADDPC }
Date of Death: { MERGEFIELD
"FW PRODCDETS 1 FWD CD DT DTH" }

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Private Pension 1 Initial Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

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

{ MERGEFIELD FW_PRO_PENS_INS_FWPENS_PRVDR_1_name }
{ MERGEFIELD FW_PRO_PENS_INS_FWPENS_PRVDR_1_address }

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Pension Reference: { MERGEFIELD "FW PRO PENS INS FWPENS REF 1"
}
Address: { MERGEFIELD
FW PRODCDETS 1 FWDCD PRV ADD1 }, { MERGEFIELD
FW PRODCDETS 1 FWDCD PRV ADD2 }, { MERGEFIELD
FW PRODCDETS 1 FWDCD PRV ADD3 }, { MERGEFIELD
FW PRODCDETS 1 FWDCD PRV ADDPC }
Date of Death: { MERGEFIELD
"FW PRODCDETS 1 FWDCD DT DTH" }

We are instructed by the personal representative of the above named deceased and enclose a certified copy death certificate for noting in your records.

We would be grateful if you would provide us with the following information:

1. How much money was paid into the pension fund for the tax year beginning 6th April { MERGEFIELD fssm_Prob_Tax_Year } up to the date of death.
2. Whether any tax was paid on the pension received for the tax year beginning 6th April { MERGEFIELD fssm_Prob_Tax_Year } up to the date of death and if yes how much; and
3. Whether a lump sum is due to the estate.

We should be grateful if you would also confirm whether { MERGEFIELD FW_PRODCDETS_1_DECEASED_FULLNM } received any other benefits during the tax year beginning 6th April { MERGEFIELD fssm_Prob_Tax_Year }.

We look forward to hearing from you in due course.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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Private Pension 2 Blank Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

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

{ MERGEFIELD FW_PRO_PENS_INS_FWPENS_PRVDR_2_name }
{ MERGEFIELD FW_PRO_PENS_INS_FWPENS_PRVDR_2_address }

Dear Sirs

<u>Deceased:</u>	<u>{ MERGEFIELD FW PRODCDETS 1 DECEASED FULLNM }</u>
<u>Pension Reference:</u>	<u>{ MERGEFIELD "FW PRO PENS INS FWPENS REF 2" }</u>
<u>Address:</u>	<u>{ MERGEFIELD FW PRODCDETS 1 FWD CD PRV ADD1 }, { MERGEFIELD FW PRODCDETS 1 FWD CD PRV ADD2 }, { MERGEFIELD FW PRODCDETS 1 FWD CD PRV ADD3 }, { MERGEFIELD FW PRODCDETS 1 FWD CD PRV ADDPC }</u>
<u>Date of Death:</u>	<u>{ MERGEFIELD "FW PRODCDETS 1 FWD CD DT DTH" }</u>

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Private Pension 2 Initial Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

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

{ MERGEFIELD FW_PRO_PENS_INS_FWPENS_PRVDR_2_name }
{ MERGEFIELD FW_PRO_PENS_INS_FWPENS_PRVDR_2_address }

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Pension Reference: { MERGEFIELD "FW PRO PENS INS FWPENS REF 2"
}
Address: { MERGEFIELD
FW PRODCDETS 1 FWD CD PRV ADD1 }, { MERGEFIELD
FW PRODCDETS 1 FWD CD PRV ADD2 }, { MERGEFIELD
FW PRODCDETS 1 FWD CD PRV ADD3 }, { MERGEFIELD
FW PRODCDETS 1 FWD CD PRV ADDPC }
Date of Death: { MERGEFIELD
"FW PRODCDETS 1 FWD CD DT DTH" }

We are instructed by the personal representative of the above named deceased and enclose a certified copy death certificate for noting in your records.

We would be grateful if you would provide us with the following information:

1. How much money was paid into the pension fund for the tax year beginning 6th April { MERGEFIELD fssm_Prob_Tax_Year } up to the date of death.
2. Whether any tax was paid on the pension received for the tax year beginning 6th April { MERGEFIELD fssm_Prob_Tax_Year } up to the date of death and if yes how much; and
3. Whether a lump sum is due to the estate.

We should be grateful if you would also confirm whether { MERGEFIELD FW_PRODCDETS_1_DECEASED_FULLNM } received any other benefits during the tax year beginning 6th April { MERGEFIELD fssm_Prob_Tax_Year }.

We look forward to hearing from you in due course.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\footer.doc"}

Private Pension 3 Blank Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

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

{ MERGEFIELD FW_PRO_PENS_INS_FWPENS_PRVDR_3_name }
{ MERGEFIELD FW_PRO_PENS_INS_FWPENS_PRVDR_3_address }

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Pension Reference: { MERGEFIELD "FW PRO PENS INS FWPENS REF 3"
} }
Address: { MERGEFIELD
FW PRODCDETS 1 FWD CD PRV ADD1 }, { MERGEFIELD
FW PRODCDETS 1 FWD CD PRV ADD2 }, { MERGEFIELD
FW PRODCDETS 1 FWD CD PRV ADD3 }, { MERGEFIELD
FW PRODCDETS 1 FWD CD PRV ADDPC }
Date of Death: { MERGEFIELD
"FW PRODCDETS 1 FWD CD DT DTH" }

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Private Pension 3 Initial Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

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

{ MERGEFIELD FW_PRO_PENS_INS_FWPENS_PRVDR_3_name }
{ MERGEFIELD FW_PRO_PENS_INS_FWPENS_PRVDR_3_address }

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Pension Reference: { MERGEFIELD "FW PRO PENS INS FWPENS REF 3"
}
Address: { MERGEFIELD
FW PRODCDETS 1 FWDCD PRV ADD1 }, { MERGEFIELD
FW PRODCDETS 1 FWDCD PRV ADD2 }, { MERGEFIELD
FW PRODCDETS 1 FWDCD PRV ADD3 }, { MERGEFIELD
FW PRODCDETS 1 FWDCD PRV ADDPC }
Date of Death: { MERGEFIELD
"FW PRODCDETS 1 FWDCD DT DTH" }

We are instructed by the personal representative of the above named deceased and enclose a certified copy death certificate for noting in your records.

We would be grateful if you would provide us with the following information:

1. How much money was paid into the pension fund for the tax year beginning 6th April { MERGEFIELD fssm_Prob_Tax_Year } up to the date of death.
2. Whether any tax was paid on the pension received for the tax year beginning 6th April { MERGEFIELD fssm_Prob_Tax_Year } up to the date of death and if yes how much; and
3. Whether a lump sum is due to the estate.

We should be grateful if you would also confirm whether { MERGEFIELD FW_PRODCDETS_1_DECEASED_FULLNM } received any other benefits during the tax year beginning 6th April { MERGEFIELD fssm_Prob_Tax_Year }.

We look forward to hearing from you in due course.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\footer.doc"}

Probate Registry Blank Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

Your Ref:

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

{ MERGEFIELD FW_PRO_PROFBODS_FWPROBATEREG_name }
{ MERGEFIELD FW_PRO_PROFBODS_FWPROBATEREG_address }

Dear Sirs

<u>Deceased:</u>	<u>{ MERGEFIELD FW PRODCDETS 1 DECEASED FULLNM }</u>
<u>Date of Death:</u>	<u>{ MERGEFIELD FW PRODCDETS 1 FWD CD DT DTH \\@ "d" *Ordinal } } { MERGEFIELD FW PRODCDETS 1 FWD CD DT DTH \\@ "MMMM yyyy" }</u>

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME *UPPER }

Probate Registry Send Probate

Application

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

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

{ MERGEFIELD FW_PRO_PROFBODS_FWPROBATEREG_name }
{ MERGEFIELD FW_PRO_PROFBODS_FWPROBATEREG_address }

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
Date of Death: { MERGEFIELD FW PRODCDETS 1 FWDCD DT DTH
\\@ "d" *Ordinal } { MERGEFIELD
FW PRODCDETS 1 FWDCD DT DTH \\@ "MMMM
yyyy" }

Please find enclosed Probate application form along with relevant IHT forms.

I look forward to receiving grant in due course.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME *UPPER }

Share Registrar Blank Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

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

{ MERGEFIELD "FW_PRO_SHR_OTHR_FWSHARE_REG_name" }
{ MERGEFIELD "FW_PRO_SHR_OTHR_FWSHARE_REG_address" }

Dear Sirs

<u>Deceased:</u>	<u>{ MERGEFIELD FW PRODCDETS 1 DECEASED FULLNM }</u>
<u>Holder Number[s]:</u>	<u>{ MERGEFIELD "FW PRO SHR OTHR FWSHARE 1 REF" }{ MERGEFIELD "FW PRO SHR OTHR FWSHARE 2 REF" \b", "{ MERGEFIELD "FW PRO SHR OTHR FWSHARE 3 REF" \b", "{ MERGEFIELD "FW PRO SHR OTHR FWSHARE 4 REF" \b", "{ MERGEFIELD "FW PRO SHR OTHR FWSHARE 5 REF" \b", "{</u>
<u>Address:</u>	<u>{ 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 }</u>
<u>Date of Death:</u>	<u>{ _____ MERGEFIELD _____ FW PRODCDETS 1 FWDCD DT DTH \@ "d"*Ordinal _____ } _____ { _____ MERGEFIELD FW PRODCDETS 1 FWDCD DT DTH \@ "MMMM yyyy" }</u>

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Share Registrar Grant Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

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

{ MERGEFIELD "FW_PRO_SHR_OTHR_FWSHARE_REG_name" }
{ MERGEFIELD "FW_PRO_SHR_OTHR_FWSHARE_REG_address" }

Dear Sirs

<u>Deceased:</u>	<u>{ MERGEFIELD FW PRODCDETS 1 DECEASED FULLNM }</u>
<u>Holder Number[s]:</u>	<u>{ MERGEFIELD "FW PRO SHR OTHR FWSHARE 1 REF" }</u> <u>MERGEFIELD "FW PRO SHR OTHR FWSHARE 2 REF" \b", "{</u> <u>MERGEFIELD "FW PRO SHR OTHR FWSHARE 3 REF" \b", "{</u> <u>MERGEFIELD "FW PRO SHR OTHR FWSHARE 4 REF" \b", "{</u> <u>MERGEFIELD "FW PRO SHR OTHR FWSHARE 5 REF" \b", "{</u>
<u>Address:</u>	<u>{ MERGEFIELD FW PRODCDETS 1 FWDCD PRV ADD1 \f",</u> <u>"{ MERGEFIELD FW PRODCDETS 1 FWDCD PRV ADD2 \f",</u> <u>"{ MERGEFIELD FW PRODCDETS 1 FWDCD PRV ADD3 \f"</u> <u>"{ MERGEFIELD FW PRODCDETS 1 FWDCD PRV ADDPC }</u>
<u>Date of Death:</u>	<u>{ MERGEFIELD FW PRODCDETS 1 FWDCD DT DTH</u> <u>\@ "d"*Ordinal } { MERGEFIELD</u> <u>FW PRODCDETS 1 FWDCD DT DTH \@ "MMMM yyyy" }</u>

We enclose an office copy grant of representation, together with the share certificate(s) for the above shares. Please register the death and return the certificate(s) to us duly endorsed.

[The personal representatives wish to sell the shares. Please let us know if you are able to deal with a sale and if so then let us have the necessary paperwork for signing by the personal representatives.]

[We also enclose stock transfer form(s). Please transfer the shares into the name of * and forward the new certificate(s) to us.]

[The remaining certificate(s) for the above holding(s) are lost. Please let us have a lost certificate indemnity form and details of your requirements for issuing (a) replacement certificate(s).]

[We also enclose a dividend cheque for £* dated * made payable to the deceased. Please cancel the cheque and reissue it, made payable to "{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME }".]

Yours faithfully

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\footer.doc"}

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Share Registrar Initial Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

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

{ MERGEFIELD "FW_PRO_SHR_OTHR_FWSHARE_REG_name" }
{ MERGEFIELD "FW_PRO_SHR_OTHR_FWSHARE_REG_address" }

Dear Sirs

<u>Deceased:</u>	<u>{ MERGEFIELD FW PRODCDETS 1 DECEASED FULLNM }</u>
<u>Holder Number[s]:</u>	<u>{ MERGEFIELD "FW PRO SHR OTHR FWSHARE 1 REF" }{ MERGEFIELD "FW PRO SHR OTHR FWSHARE 2 REF" \b", "{ MERGEFIELD "FW PRO SHR OTHR FWSHARE 3 REF" \b", "{ MERGEFIELD "FW PRO SHR OTHR FWSHARE 4 REF" \b", "{ MERGEFIELD "FW PRO SHR OTHR FWSHARE 5 REF" \b", }</u>
<u>Address:</u>	<u>{ 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 }</u>
<u>Date of Death:</u>	<u>{ MERGEFIELD FW PRODCDETS 1 FWDCD DT DTH \@ "d"*Ordinal } { MERGEFIELD FW PRODCDETS 1 FWDCD DT DTH \@ "MMMM yyyy" }</u>

We are instructed by the personal representatives of the above named deceased and enclose a certified copy of the death certificate for noting in your records.

We understand that the deceased held the above shares. We should be grateful if you could verify the holding[s] as registered in the name of the deceased as at the date of death.

Please confirm if there were any uncashed dividends at the date of death. Please also check your records to see if the deceased had any other holdings.

We look forward to hearing from you.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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LTD\\Documents\\OspreyOfficeGateway\\footer.doc"}

Stockbroker Blank Letter

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LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

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

{ IF { MERGEFIELD "FW_PROSTOCKBRKR_FWSTCKBRKR_CONT" } <> "" "{
MERGEFIELD "FW_PROSTOCKBRKR_FWSTCKBRKR_CONT" }
{ MERGEFIELD "FW_PROSTOCKBRKR_FWSTOCKBRKR_name" }
{ MERGEFIELD FW_PROSTOCKBRKR_FWSTOCKBRKR_address }" "{ MERGEFIELD
FW_PROSTOCKBRKR_FWSTOCKBRKR_name }
{ MERGEFIELD FW_PROSTOCKBRKR_FWSTOCKBRKR_address }" }

{ IF { MERGEFIELD "FW_PROSTOCKBRKR_FWSTCKBRKR_CONT" } = "" "Dear Sirs"
"Dear { MERGEFIELD "FW_PROSTOCKBRKR_FWSTCKBRKR_CONT" }" }

Deceased: { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

Date of Death: { MERGEFIELD FW_PRODCDETS 1 FWDCD DT DTH

\@"d"*Ordinal }_{ MERGEFIELD

FW_PRODCDETS 1 FWDCD DT DTH \@ "MMMM yyyy" }

Holdings: { MERGEFIELD "FW_PROSTOCKBRKR FWSHARE 1 REF" }

- { MERGEFIELD "FW_PROSTOCKBRKR FWINV SHAR CO1"

}

{ MERGEFIELD "FW_PROSTOCKBRKR FWSHARE 2 REF" }

- { MERGEFIELD "FW_PROSTOCKBRKR FWINV SHAR CO2"

}

{ MERGEFIELD "FW_PROSTOCKBRKR FWSHARE 3 REF" }

- { MERGEFIELD "FW_PROSTOCKBRKR FWINV SHAR CO3"

}

{ MERGEFIELD "FW_PROSTOCKBRKR FWSHARE 4 REF" }

- { MERGEFIELD "FW_PROSTOCKBRKR FWINV SHAR CO4"

}

{ MERGEFIELD "FW_PROSTOCKBRKR FWSHARE 5 REF" }

- { MERGEFIELD "FW_PROSTOCKBRKR FWINV SHAR CO5"

}

{ IF { MERGEFIELD "FW_PROSTOCKBRKR_FWSTCKBRKR_CONT" } = "" "Yours
faithfully" "Yours sincerely" }

{ IF { MERGEFIELD "FW_PROSTOCKBRKR_FWSTCKBRKR_CONT" } = "" "{
MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }" "{ MERGEFIELD
"CALCULATION_FEE_EARNER_DESCRIPTION" }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }" }

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\footer.doc"}

Stockbroker Grant Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

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

{ IF { MERGEFIELD "FW_PROSTOCKBRKR_FWSTCKBRKR_CONT" } <> "" "{
MERGEFIELD "FW_PROSTOCKBRKR_FWSTCKBRKR_CONT" }
{ MERGEFIELD "FW_PROSTOCKBRKR_FWSTOCKBRKR_name" }
{ MERGEFIELD FW_PROSTOCKBRKR_FWSTOCKBRKR_address }" "{ MERGEFIELD
FW_PROSTOCKBRKR_FWSTOCKBRKR_name }
{ MERGEFIELD FW_PROSTOCKBRKR_FWSTOCKBRKR_address }" }

{ IF { MERGEFIELD "FW_PROSTOCKBRKR_FWSTCKBRKR_CONT" } = "" "Dear Sirs"
"Dear { MERGEFIELD "FW_PROSTOCKBRKR_FWSTCKBRKR_CONT" }" }

Deceased: { MERGEFIELD FW PRODCDETS 1 DECEASED FULLNM }
Date of Death: { MERGEFIELD FW PRODCDETS 1 FWD CD DT DTH
\\@ "d"*Ordinal }_{ MERGEFIELD
FW PRODCDETS 1 FWD CD DT DTH \\@ "MMMM yyyy" }
Holdings: { MERGEFIELD "FW PROSTOCKBRKR FWSHARE 1 REF" }
- { MERGEFIELD "FW PROSTOCKBRKR FWINV SHAR CO1"
}
{ MERGEFIELD "FW PROSTOCKBRKR FWSHARE 2 REF" }
- { MERGEFIELD "FW PROSTOCKBRKR FWINV SHAR CO2"
}
{ MERGEFIELD "FW PROSTOCKBRKR FWSHARE 3 REF" }
- { MERGEFIELD "FW PROSTOCKBRKR FWINV SHAR CO3"
}
{ MERGEFIELD "FW PROSTOCKBRKR FWSHARE 4 REF" }
- { MERGEFIELD "FW PROSTOCKBRKR FWINV SHAR CO4"
}
{ MERGEFIELD "FW PROSTOCKBRKR FWSHARE 5 REF" }
- { MERGEFIELD "FW PROSTOCKBRKR FWINV SHAR CO5"
}
}

I am instructed by the personal representatives of the above named deceased to obtain a grant of representation and deal with the administration of the estate.

I should be grateful if you could arrange a sale of the above holdings for me. I enclose an office copy grant of representation for noting in your records and returning. I have already registered the grant with the share registrars. Please let me have CREST forms for signing by the personal representatives.

{ IF { MERGEFIELD "FW_PROSTOCKBRKR_FWSTCKBRKR_CONT" } = "" "Yours
faithfully" "Yours sincerely" }

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\footer.doc"}

```
{ IF { MERGEFIELD "FW_PROSTOCKBRKR_FWSTCKBRKR_CONT" } = "" "{  
MERGEFIELD PRACTICEINFO_PRACTICE_NAME\*UPPER}" "{ MERGEFIELD  
"CALCULATION_FEE_EARNER_DESCRIPTION" }  
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME\*UPPER }" }
```

Stockbroker Sale Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

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

{ IF { MERGEFIELD "FW_PROSTOCKBRKR_FWSTCKBRKR_CONT" } <> "" "{
MERGEFIELD "FW_PROSTOCKBRKR_FWSTCKBRKR_CONT" }
{ MERGEFIELD "FW_PROSTOCKBRKR_FWSTOCKBRKR_name" }
{ MERGEFIELD FW_PROSTOCKBRKR_FWSTOCKBRKR_address }" "{ MERGEFIELD
FW_PROSTOCKBRKR_FWSTOCKBRKR_name }
{ MERGEFIELD FW_PROSTOCKBRKR_FWSTOCKBRKR_address }" }

{ IF { MERGEFIELD "FW_PROSTOCKBRKR_FWSTCKBRKR_CONT" } = "" "Dear Sirs"
"Dear { MERGEFIELD "FW_PROSTOCKBRKR_FWSTCKBRKR_CONT" }" }

Deceased: { MERGEFIELD FW PRODCDETS 1 DECEASED FULLNM }
Date of Death: { MERGEFIELD FW PRODCDETS 1 FWD CD DT DTH
\\@ "d"*Ordinal }_{ MERGEFIELD
FW PRODCDETS 1 FWD CD DT DTH \\@ "MMMM yyyy" }
Holdings: { MERGEFIELD "FW PROSTOCKBRKR FWSHARE 1 REF" }
- { MERGEFIELD "FW PROSTOCKBRKR FWINV SHAR CO1"
}
{ MERGEFIELD "FW PROSTOCKBRKR FWSHARE 2 REF" }
- { MERGEFIELD "FW PROSTOCKBRKR FWINV SHAR CO2"
}
{ MERGEFIELD "FW PROSTOCKBRKR FWSHARE 3 REF" }
- { MERGEFIELD "FW PROSTOCKBRKR FWINV SHAR CO3"
}
{ MERGEFIELD "FW PROSTOCKBRKR FWSHARE 4 REF" }
- { MERGEFIELD "FW PROSTOCKBRKR FWINV SHAR CO4"
}
{ MERGEFIELD "FW PROSTOCKBRKR FWSHARE 5 REF" }
- { MERGEFIELD "FW PROSTOCKBRKR FWINV SHAR CO5"
}

Further in this matter, I enclose the signed CREST forms, together with share certificates. I
should be grateful if you could sell the above holdings at best the first available date.

I look forward to receiving contract notes and a cheque for the proceeds of sale in due
course.

{ IF { MERGEFIELD "FW_PROSTOCKBRKR_FWSTCKBRKR_CONT" } = "" "Yours
faithfully" "Yours sincerely" }

{ IF { MERGEFIELD "FW_PROSTOCKBRKR_FWSTCKBRKR_CONT" } = "" "{
MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }" "{ MERGEFIELD
"CALCULATION_FEE_EARNER_DESCRIPTION" }

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LTD\\Documents\\OspreyOfficeGateway\\footer.doc"}

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }" }

Stockbroker Valuation Letter

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LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

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

{ IF { MERGEFIELD "FW_PROSTOCKBRKR_FWSTCKBRKR_CONT" } <> "" "{
MERGEFIELD "FW_PROSTOCKBRKR_FWSTCKBRKR_CONT" }
{ MERGEFIELD "FW_PROSTOCKBRKR_FWSTOCKBRKR_name" }
{ MERGEFIELD FW_PROSTOCKBRKR_FWSTOCKBRKR_address }" "{ MERGEFIELD
FW_PROSTOCKBRKR_FWSTOCKBRKR_name }
{ MERGEFIELD FW_PROSTOCKBRKR_FWSTOCKBRKR_address }" }

{ IF { MERGEFIELD "FW_PROSTOCKBRKR_FWSTCKBRKR_CONT" } = "" "Dear Sirs"
"Dear { MERGEFIELD "FW_PROSTOCKBRKR_FWSTCKBRKR_CONT" }" }

Deceased: { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }

Date of Death: { MERGEFIELD FW_PRODCDETS 1 FWDCD DT DTH

\@ "d"*Ordinal } { MERGEFIELD

FW_PRODCDETS 1 FWDCD DT DTH \@ "MMMM yyyy" }

Holdings: { MERGEFIELD "FW_PROSTOCKBRKR_FWSHARE 1 REF" }

- { MERGEFIELD "FW_PROSTOCKBRKR FWINV SHAR CO1"

}

{ MERGEFIELD "FW_PROSTOCKBRKR_FWSHARE 2 REF" }

- { MERGEFIELD "FW_PROSTOCKBRKR FWINV SHAR CO2"

}

{ MERGEFIELD "FW_PROSTOCKBRKR_FWSHARE 3 REF" }

- { MERGEFIELD "FW_PROSTOCKBRKR FWINV SHAR CO3"

}

{ MERGEFIELD "FW_PROSTOCKBRKR_FWSHARE 4 REF" }

- { MERGEFIELD "FW_PROSTOCKBRKR FWINV SHAR CO4"

}

{ MERGEFIELD "FW_PROSTOCKBRKR_FWSHARE 5 REF" }

- { MERGEFIELD "FW_PROSTOCKBRKR FWINV SHAR CO5"

}

{ IF { MERGEFIELD FW_PROSTOCKBRKR_FWSTCKBRKR_CONT } = "" "We are" "I am"
} instructed by the personal representatives of the above named deceased and enclose a
certified copy death certificate for noting in your records.

{ IF { MERGEFIELD FW_PROSTOCKBRKR_FWSTCKBRKR_CONT } = "" "We" "I" } should
be grateful if you could let { IF { MERGEFIELD
FW_PROSTOCKBRKR_FWSTCKBRKR_CONT } = "" "us" "me" } have a valuation for
probate purposes of the above holdings, registered in the name of the deceased as at the
date of death.

{ IF { MERGEFIELD FW_PROSTOCKBRKR_FWSTCKBRKR_CONT } = "" "We" "I" } look
forward to hearing from you.

{ IF { MERGEFIELD "FW_PROSTOCKBRKR_FWSTCKBRKR_CONT" } = "" "Yours
faithfully" "Yours sincerely" }

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
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```
{ IF { MERGEFIELD "FW_PROSTOCKBRKR_FWSTCKBRKR_CONT" } = "" "{  
MERGEFIELD PRACTICEINFO_PRACTICE_NAME\*UPPER }" "{ MERGEFIELD  
"CALCULATION_FEE_EARNER_DESCRIPTION" }  
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME\*UPPER }" }
```

Telephone Provider Blank Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

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

{ MERGEFIELD "FW_PROUTILITIES_FWTEL_PRVDR_name" }
{ MERGEFIELD "FW_PROUTILITIES_FWTEL_PRVDR_address" }

Dear Sirs

Deceased:	{ MERGEFIELD FW_PRODCDETS_1_DECEASED_FULLNM }
Account/Customer number:	{ MERGEFIELD FW_PROUTILITIES_FWTEL_AC_NO }
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" }

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Telephone Provider Notification

Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

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

{ MERGEFIELD "FW_PROUTILITIES_FWTEL_PRVDR_name" }
{ MERGEFIELD "FW_PROUTILITIES_FWTEL_PRVDR_address" }

Dear Sirs

Deceased: { MERGEFIELD
FW_PRODCDETS_1_DECEASED_FULLNM }
Account/Customer number: { MERGEFIELD FW_PROUTILITIES_FWTEL_AC_NO }
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 are instructed by the personal representatives of the above named deceased to apply for a Grant of Representation and deal with the administration of the estate.

We note that the deceased held the above account with you. Please note that the property will be put on the market for sale in due course and this is likely to take some time. In the circumstances, we should be grateful if you could leave the service on and put a hold on the account. We confirm that the account will be dealt with when the deceased's assets are available for payment of debts.

Please note that we have now registered the death with all banks and building societies and the accounts are now frozen, so any direct debits that you may have been receiving will now cease.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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TESSA Provider Blank Letter

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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_INV_SAV_FWTESSA_PRVDR_name" }
{ MERGEFIELD "FW_PRO_INV_SAV_FWTESSA_PRVDR_address" }

Dear Sirs

<u>Deceased:</u>	<u>{ MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }</u>
<u>Account Number[s]:</u>	<u>{ MERGEFIELD "FW_PRO_INV_SAV_FWTESSA 1 NO" }{</u> <u>MERGEFIELD "FW_PRO_INV_SAV_FWTESSA 2 NO" \b", "}</u>
<u>Address:</u>	<u>{ MERGEFIELD FW_PRODCDETS 1 FWDCD PRV_ADD1 \f,</u> <u>"}{ MERGEFIELD FW_PRODCDETS 1 FWDCD PRV_ADD2</u> <u>\f", "}{ MERGEFIELD</u> <u>FW_PRODCDETS 1 FWDCD PRV_ADD3 \f" "}{ MERGEFIELD</u> <u>FW_PRODCDETS 1 FWDCD PRV_ADDPC }</u>
<u>Date of Death:</u>	<u>{ MERGEFIELD FW_PRODCDETS 1 FWDCD_DT_DTH</u> <u>\@ "d"*Ordinal } { MERGEFIELD</u> <u>FW_PRODCDETS 1 FWDCD_DT_DTH \@ "MMMM yyyy" }</u>

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

TESSA Provider Claim letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

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

{ MERGEFIELD "FW_PRO_INV_SAV_FWTESSA_PRVDR_name" }
{ MERGEFIELD "FW_PRO_INV_SAV_FWTESSA_PRVDR_address" }

Dear Sirs

Deceased: { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }
Account Number[s]: { MERGEFIELD "FW PRO INV SAV FWTESSA 1 NO" }{
MERGEFIELD "FW PRO INV SAV FWTESSA 2 NO" \b", "{
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
\@ "d"*Ordinal } { MERGEFIELD
FW_PRODCDETS 1 FWDCD DT_DTH \@ "MMMM yyyy" }

Further in this matter, we now enclose an office copy grant of representation, together with the signed claim form. We should be grateful if you could process the claim and send a cheque for the proceeds to us.

We look forward to hearing from you as soon as possible.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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TESSA Provider Value Enquiry

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

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

{ MERGEFIELD "FW_PRO_INV_SAV_FWTESSA_PRVDR_name" }
{ MERGEFIELD "FW_PRO_INV_SAV_FWTESSA_PRVDR_address" }

Dear Sirs

Deceased: { MERGEFIELD FW_PRODCDETS 1 DECEASED FULLNM }
Account Number[s]: { MERGEFIELD "FW PRO INV SAV FWTESSA 1 NO" }{
MERGEFIELD "FW PRO INV SAV FWTESSA 2 NO" \b", "{
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
\@ "d"*Ordinal } { MERGEFIELD
FW_PRODCDETS 1 FWDCD DT_DTH \@ "MMMM yyyy" }

We are instructed by the personal representatives of the above named deceased to apply for a grant of representation and deal with the administration of the estate. We enclose a certified copy death certificate for noting in your records

Please let us have the value of the above investment as at the date of death for probate purposes Please also let us have your requirements for dealing with the encashment of transfer of the investment in due course.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

TV Licensing Blank Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

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

Customer Services
TV Licensing
Darlington
DL98 1TL

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
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
\@ "d"*Ordinal } { MERGEFIELD
FW PRODCDETS 1 FWDCD DT DTH \@ "MMMM
yyyy" }

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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TV Licensing Notification Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

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

Customer Services
TV Licensing
Darlington
DL98 1TL

Dear Sirs

Deceased: { MERGEFIELD
FW PRODCDETS 1 DECEASED FULLNM }
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
\@ "d"*Ordinal } { MERGEFIELD
FW PRODCDETS 1 FWDCD DT DTH \@ "MMMM
yyyy" }

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 confirm that the property is currently unoccupied and that no TV licence is required at this time.] [We should be grateful if you would cancel the current TV licence and confirm whether there is any refund payable to the estate.]

Please note your records accordingly and send any further correspondence to this office.

We look forward to hearing from you shortly.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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Water Provider Blank Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

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

{ MERGEFIELD "FW_PROUTILITIES_FWWATER_PRVDR_name" }
{ MERGEFIELD "FW_PROUTILITIES_FWWATER_PRVDR_address" }

Dear Sirs

Deceased: { MERGEFIELD
FW_PRODCDETS_1_DECEASED_FULLNM }
Account/Customer number: { MERGEFIELD
"FW_PROUTILITIES_FWWATER_AC_NO" }
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" }

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME *UPPER }

Water Provider Notification Letter

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

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

{ MERGEFIELD "FW_PROUTILITIES_FWWATER_PRVDR_name" }
{ MERGEFIELD "FW_PROUTILITIES_FWWATER_PRVDR_address" }

Dear Sirs

Deceased: { MERGEFIELD
FW_PRODCDETS_1_DECEASED_FULLNM }
Account/Customer number: { MERGEFIELD
"FW_PROUTILITIES_FWWATER_AC_NO" }
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 are instructed by the personal representatives of the above named deceased to apply for a Grant of Representation and deal with the administration of the estate.

We note that the deceased held the above account with you. Please note that the property will be put on the market for sale in due course and this is likely to take some time. In the circumstances, we should be grateful if you could leave the service on and put a hold on the account. We confirm that the account will be dealt with when the deceased's assets are available for payment of debts.

Please note that we have now registered the death with all banks and building societies and the accounts are now frozen, so any direct debits that you may have been receiving will now cease.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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