NS&I [YOUR NAME]

[ENTER ADDRESS] [YOUR ADDRESS]

09 December 2011

Dear Sir/Madam

**Re: The Estate of [NAME OF DECEASED] deceased**

**Account Number: [ACCOUNT NUMBER]**

I am the personal representative of the above named deceased, who died on [DATE]. Please find enclosed the death certificate for you to note and return.

In respect of the above investment(s), please:

1. Note the death on your records and confirm the value of the holdings as at the date of death.
2. Confirm any other products the deceased holds with NS&I.
3. Forward to me any forms you require completing to encash the holding, once I have the Grant of Probate.

Thank you for your assistance in this matter.

Yours faithfully

[YOUR NAME]