

Sample letter for informing people/organisations of a person's death

TO WHOM IT MAY CONCERN

I wish to notify you of the death of

Mr/Mrs/Miss/Ms _____

Surname _____

Given Names _____

Date of Birth _____

Street Name and Number _____

Suburb _____

State _____

Postcode _____

Date of Death _____

I understand the above had dealings with your organisation.

The reference number/membership/client number for your organisation was _____

Please amend your records.

If you need to contact me for further information, my name is

and my phone number is

Signature _____

Name and Address _____

Relationship to the Deceased _____

Date _____