

Your Address:  
(Name)  
(Address)  
(Post code)  
(Telephone Number)

Date

Address to whom you are writing:

(Name)  
(Department)  
(Company)  
(Road)  
(City)  
(Postal Code)

Dear Sir / Madam,

I am writing to inform you of the death of (Deceased patients name and date of birth).

Enclosed with this letter are the documents / papers which need to be returned to you.

(Deceased patient's name) died in (Hospital name / home / residential home etc) on (Date).

If you require any further information please contact me at the above address.

Yours faithfully,

(Your name)