

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 hereby authorise (Name of your Representative)

To collect any valuables being held for the late (name of The Deceased)

I am the next of kin / legal representative of the above.

You can contact me on the above telephone number if necessary.

Yours faithfully,

(Your name)