

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)