[Your name]

[Address line 1]

[Address line 2]

[Address line 3]

[Postcode]

[Pension provider name]

[Address line 1]

[Address line 2]

[Address line 3]

[Postcode]

[Date]

Dear Sir/Madam

Re [name of deceased]

Account number(s): [account number(s)]

I am the personal representative of [deceased] who died on [date]. I enclose a copy of the death certificate, which I’d be grateful if you would return once you have noted the details.

Please advise me of the value of the deceased’s pension, any survivor pension now payable and any other benefits for the deceased’s beneficiaries.

Please let me know how to proceed from here and what further information you need.

Yours faithfully,

[Your signature]

[Your name]