[Your name]

[Address line 1]

[Address line 2]

[Address line 3]

 [Postcode]

[Bank or building society 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 can you let me know:

* the balance on the account at the date of death
* the amount of interest paid during the current tax year up to the date of death and the amount of any tax deducted, and
* details of any outstanding direct debits or standing orders. I will instruct you separately about what to do about these.

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

Yours faithfully

[Your signature]

[Your name]