

TO WHOM IT MAY CONCERN

I wish to notify you of the death of:

Mr Mrs Miss Ms Other

First Name

Surname

Date of Birth

Address

Suburb

State

Postcode

Date of Death

I understand the person named above had dealings with your organisation.

Their reference number/membership/client number for your organisation was:

Please could you update your records.

If you need to contact me for further information, my details are:

Mr Mrs Miss Ms Other

First Name

Surname

Address

Suburb

State

Postcode

Relationship
to the deceased

Signature

Date

dd / mm / yy