

## NOTIFICATION OF DEATH LETTER

To: \_\_\_\_\_

From: \_\_\_\_\_

**Subject:**

Notification of Death of [Full Name of Deceased] and Related Estate Matters

Dear Sir/Madam, We hereby formally notify you of the death of the above-named individual (the “Deceased”). This notification is provided in accordance with applicable UK law and serves to inform all relevant parties for the purposes of administration, record keeping, and compliance with legal obligations.

**Details of the Deceased:**

Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

National Insurance Number: \_\_\_\_\_

Last Known Address: \_\_\_\_\_

**Executor / Administrator Details:**

Full Name: \_\_\_\_\_

Relationship to Deceased: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Phone / Email: \_\_\_\_\_

**Legal and Administrative Information:**

Please be advised that all relevant documents including the Death Certificate, Grant of Probate or Letters of Administration, and any other necessary documentation will be provided upon request or as required by applicable authorities.

You are hereby requested to update your records accordingly, cease any further communications to the Deceased, and direct all correspondence and enquiries relating to the estate to the Executor or Administrator named above.

**Confidentiality and Data Protection:**

All information contained herein is confidential and is to be used solely for the purposes of estate administration and related legal obligations. Data processing shall be conducted in compliance with the UK Data Protection Act 2018 and the General Data Protection Regulation (GDPR).

**Limitation of Liability:**

No party other than the Executor or Administrator shall be liable for any claims arising from this notification, except as required by law. This letter does not constitute legal advice and recipients should consult qualified professionals as appropriate.

**Acknowledgement:**

Please acknowledge receipt of this Notification of Death Letter in writing at your earliest convenience. Should you require any further information or clarification, please contact the Executor or Administrator using the details provided above.

**EXECUTOR/ADMINISTRATOR SIGNATURE**

**RECIPIENT ACKNOWLEDGEMENT**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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