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## TO WHOM IT MAY CONCERN

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I would like to notify you of the death of the person mentioned below whom, as I understand, have dealings with your organisation.

Client Reference/Membership No. \_\_\_\_\_

Title: \_\_\_\_\_ (Dr/Mr/Mrs/Miss/Ms)

Surname: \_\_\_\_\_

Given Names: \_\_\_\_\_

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

Date of Death: \_\_\_\_\_

### **Address Details**

Street Name and Number: \_\_\_\_\_

Suburb: \_\_\_\_\_

State: \_\_\_\_\_ Post Code: \_\_\_\_\_

**Please amend your records and if you require any further information please contact me.**

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

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

Contact Number: \_\_\_\_\_

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

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