

Dear Sirs,
I am writing to you regarding the matter of the late Mr. John Doe.

As you are aware, Mr. Doe passed away on the 15th of March 2024.

Below are the details:

1. Name: John Doe
2. Date of Birth: 15th March 1950
3. Date of Death: 15th March 2024

4. Cause of Death: Natural Causes

5. Place of Death: Home, 123 Main Street, London

6. Burial Details: St. Mary's Church, 456 Church Lane, London

Yours faithfully,

[Signature]
[Name]
[Address]
[Postcode]

The above information is for your records only.

Yours sincerely,

[Signature]
[Name]
[Address]
[Postcode]