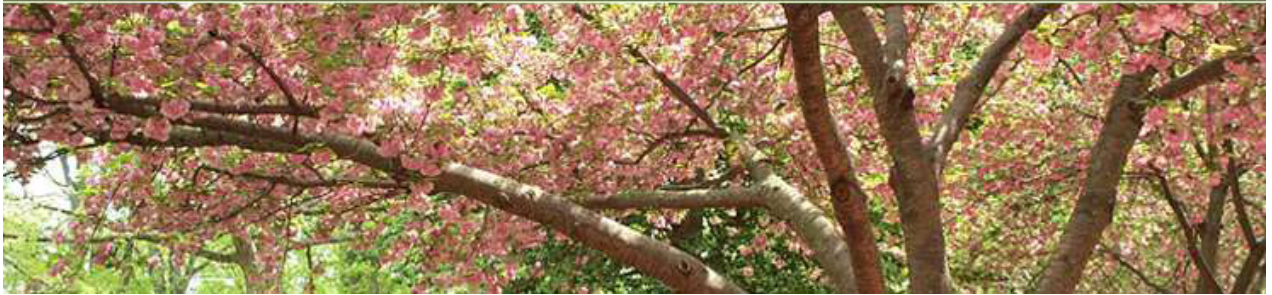




"Providing a truly caring and personal service  
24 hours a day everyday"  
**Nick Armstrong**  
*Proprietor of Armstrongs Funeral Service*



Here is a very simple form which can be filled in to notify the various authorities of the death of a loved one.

You could type in the blanks before printing, leaving the "reference number/membership/client number" empty and then print as many copies as you need.

Then all you need to do is fill in the "reference number/membership/client number" section by hand .

Don't forget to use this in conjunction with our necessary tasks check sheet and cross off each authority once they have been informed.

TO WHOM IT MAY CONCERN

I wish to sadly notify you of the death of:

Mr/Mrs/Miss/Ms \_\_\_\_\_

Surname \_\_\_\_\_

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

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

Address \_\_\_\_\_

Postcode \_\_\_\_\_

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

I understand the above had dealings with your organisation.

The reference number/membership/client number for your organisation was \_\_\_\_\_

Please amend your records accordingly.

If you need to contact me for further information:-

Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Relationship  
to the Deceased \_\_\_\_\_