**OPQ Letter**

Address to the Trustees of the OPQ plan

Date

Dear Sir or Madam

Lucy Spigott deceased - Date of death 18/08/2020

Further to notification that the above named member has died, details of the benefits payable are set out below.

1. Lump sum death benefit

* The total lump sum death benefit (LSDB) is £37,046.41 which represents the
refund of the member’s personal account

* The LSDB is payable to the member’s legal personal representatives
* The LSDB represents 3.45% of the deceased member’s Lifetime Allowance
	+ - 1. Details required

Before the lump sum can be put into payment, the following will be required:

* + The member’s original death certificate

If you have any queries, please contact me.

Yours faithfully

A N Other

**NOTE** –

**Letters should be written in full** **and should include all of the information contained in each of the bullet points.**

**Failure to write a letter in full will result in marks being lost.**

**Failure to mention the information contained in each of the bullet points will result in marks being lost.**