**OPQ (Letter)**

Address to the Trustees of the OPQ Plan

Date

Dear Sir or Madam

Beth Richardson (deceased) - Date of Death: 03/09/2021

Further to your 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 £173,020.99 which includes:
* Life assurance = £113,865.00
* Refund of deceased member’s Personal Retirement Account = £59,155.99
* The LSDB is payable to persons at the Trustees’ discretion and so the Trustees should confirm to whom the benefits should be paid
* The LSDB represents 16.12% 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 deceased 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.**