**OPQ (Letter)**

Address to the Trustees of the OPQ Plan

Date

Dear Sir or Madam

Sarah Hamer (deceased) - Date of Death: 04/09/2022

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 £138,569.98, which is the value of the deceased member’s ‘Personal Retirement Account’

* The LSDB is payable to the deceased member’s legal personal representatives
* The LSDB represents 12.91% of the deceased member’s ‘Lifetime Allowance’
  + - 1. Details required

Before the LSDB 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.**