**OPQ (Letter)**

Address to the Trustees of the OPQ Plan

Date

Dear Sir or Madam

Tom Jenkins (deceased) - Date of Death: 06/09/2023

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 £63,232.26, 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 5.89% 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.