[Your name]

[Address line 1]

[Address line 2]

[Address line 3]

[Postcode]

[Date]

[Mortgage company name]

[Address line 1]

[Address line 2]

[Address line 3]

[Postcode]

Re [name of deceased]

Account number(s) [account number(s)]

Dear Sir/Madam

I am the personal representative of [deceased] who died on [date]. I enclose a copy of the death certificate, which I’d be grateful if you would return once you have noted the details.

Please let me know the amount outstanding on the above mortgage and the amount of interest due at the date of death.

Yours faithfully,

[Your signature]

[Your name]