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| **Resource Toolkit** | Single Scheme Administration Project (Phase 1)  **Death of a Deferred Member Resources** |
| **Resource Name** | Template Letter – Letter to Unknown Legal Personal Representative (LPR) |
| **Resource Reference** | SPS.DTH.DOD.TL.02 (Phase 1) |
| **Description** | Template Letter – Suggested initial letter to Legal Personal Representative of a deceased Deferred Member where the identity of the Legal Personal Representative is unknown. |
| **Version** | V1.0 |

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| **PLEASE NOTE:** Administratorsmay accesslegislation, Circulars or Letters to Personnel Officers noted in this Procedure by accessing the Circulars & Legislation Section of the Single Scheme Website at [www.singlepensionscheme.gov.ie/circulars](http://www.singlepensionscheme.gov.ie/circulars) |

**Strictly Private & Confidential**

Legal Personal Representative

of the Late <<deceased Deferred Member’s full name>>

c/o <<Deceased’s Address 1>>

<<Deceased’s Address 2>>

<<Deceased’s Address 3>>

dd/mm/yyyy

**Re: Single Public Service Pension Scheme**

**Deferred Member: <<Member name>> (Deceased)**

Dear Sir, Madam

I regret to learn of the death of the above-named.

As the Deceased’s Legal Personal Representative, you are requested to please make early contact with me in relation to death benefits that may potentially be payable under the above Pension Scheme.

If you have any queries, please contact me by telephone on <<insert Pension Administrator’s Phone Number>> or by e-mail <<insert Pensions Administrator’s Email Address>>.

Yours faithfully

**<<Pension Administrator’s Name>>**

**<<Pension Administrator’s Department**