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| **Resource Toolkit** | Single Scheme Administration Project (Phase 1)  **Death-in-Service Resources** |
| **Resource Name** | Template Letter – Letter to LPR on receipt of Letters of Administration/Grant of Probate |
| **Resource Reference** | SPS.DTH.DIS.TL.04 (Phase 1) |
| **Description** | Cover letter to LPR following receipt of Letters of Administration/Grant of Payment. This letter may issue with the Death Gratuity Payment template form and local Bank Payment Mandate form to the LPR. |
| **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 (LPR) Name>>

<<LPR Address 1>>

<<LPR Address 2>>

<<LPR Address 3>>

dd/mm/yyyy

**Re: Single Public Service Pension Scheme**

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

**Acknowledgement of Letters of Administration/Grant of Probate <<delete as appropriate>>**

Dear <<Title>> <<Surname>>

I acknowledge receipt of original Letters of Administration/Grant of Probate <<delete as appropriate>> that I now return to you, with thanks, having taken a copy for our records.

There being no outstanding claims requirements, I confirm that I am now in a position to issue final documentation.

I have enclosed the following documents that you should complete and return to me at your earliest convenience to allow me to issue the Death Gratuity to you:

* Death Gratuity Payment Form
* Bank Payment Mandate Form

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 sincerely

**<<Pension Administrator’s Name>>**

**<<Pension Administrator’s Department>>**