|  |  |
| --- | --- |
| **Resource Toolkit** | Single Scheme Administration Project (Phase 1)**Death-in-Service Resources**  |
| **Resource Name** | Template Letter – Cover Letter to LPR with Death Gratuity Statement |
| **Resource Reference** | SPS.DTH.DIS.TL.03 (Phase 1) |
| **Description** | Cover letter to LPR with Death Gratuity Statement – Administrators may issue this template letter along with the Death Gratuity Statement to send to the Legal Personal Representative.  |
| **Version**  | V1.0 |

|  |
| --- |
| **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)**

 **Scheme Death Gratuity**

Dear <<Title>> <<Surname>>

I am writing to you in your capacity as Legal Personal Representative of the Deceased, arising from their membership of the Single Public Service Pension Scheme.

**Death Gratuity Benefit Statement**

I have enclosed a Death Gratuity Benefit Statement that confirms the likely Death Gratuity amount payable to you as Legal Personal Representative. It should be read along with the enclosed Death-in-Service Benefit Information Note.

The information on the enclosed Statement is based on information provided on the Member Death Notification Form, any subsequent enquiries made by us following receipt, as well as information held on our HR, Payroll and Pension records.

**Documentation Required to Pay Benefits**

The Death Gratuity amount is payable only to the Legal Personal Representative on receipt of Letters of Administration/Grant of Probate. Once you secure Letters of Administration/Grant of Probate, the original should be sent to me. I will then arrange for final documentation to issue to allow the Death Gratuity to be paid to you.

Should you have any queries on review of the statement 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>>**