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| **Resource Toolkit** | Single Scheme Administration Project (Phase 1)  **Death-in-Service Resources** |
| **Resource Name** | Template Letter – Death Gratuity Payment Confirmation letter |
| **Resource Reference** | SPS.DTH.DIS.TL.05(Phase 1) |
| **Description** | Cover letter to LPR that may issue following receipt of completed Death Gratuity Payment Form and Bank Payment Mandate Form. Letter confirms that Death Gratuity payment is authorised, the amount payable and the expected payment date. |
| **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)**

**Confirmation of Payment of Death Gratuity**

Dear <<Title>> <<Surname>>

I write to confirm safe receipt of completed Death Gratuity Payment Form and Bank Payment Mandate Form.

I can confirm that a Death Gratuity in the amount of €0.00 <<insert Death Gratuity amount>> has now been approved for payment to you in your capacity as the Deceased’s Legal Personal Representative. You can expect to receive payment into your nominated Bank Account on <<insert expected payment date>>.

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**