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| **Resource Toolkit** | Single Scheme Administration Project (Phase 1)  **Death-in-Service Resources** |
| **Resource Name** | Template Letter – Cover letter with Spouse/Civil Partner Application Form |
| **Resource Reference** | SPS.DTH.DIS.TL.06 (Phase 1) |
| **Description** | This cover letter may be issued with the template Spouse/Civil Partner template application form |
| **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**

<<Title>> <<Forename>> <<Surname>>

<<Home Address 1>>

<<Home Address 2>>

<<Home Address 3 >>

dd/mm/yyyy

**Re: Single Public Service Pension Scheme**

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

**Potential Entitlement to Spouse/Civil Partner Pension**

Dear <<Title>> <<Surname>>

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

We have been informed by the Deceased’s Legal Personal Representative that you are the surviving <<Spouse/Civil Partner (delete as appropriate)>> of the deceased. You may be eligible to receive a Spouse/Civil Partner Pension benefit under the Single Public Service Pension Scheme of which the Deceased was a member.

I have enclosed a Death-in-Service Benefits Information Note. This provides general information on Death-in-Service benefits that may be payable:

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| **Death Gratuity** | Payable to *Legal Personal Representative* on receipt of Grant of Probate or Letters of Administration |
| **Survivor Pension(s)** | Payable to eligible *surviving Spouse/Civil Partner* and/or eligible surviving children of the Deceased. |

Having carefully read the Death-in-Service Benefits Information Note, if you consider that you are eligible to receive a Surviving Spouse/Civil Partner Pension please:

1. Complete and return the enclosed Surviving Spouse/Civil Partner Pension Application Form to me
2. Forward the originals of documents to me as noted at Section F of the Surviving Spouse/Civil Partner Pension Application Form

On receipt of these documents, I shall:

* Confirm if you are eligible for the payment of a Surviving Spouse/Civil Partner Pension under the Single Public Service Pension Scheme;
* Confirm the annual pension rate of payment;
* Issue you with relevant documentation for the set-up of any pension and notify you of any additional conditions for the payment of this pension

You may also wish to note the following:

* We shall correspond directly with the declared Legal Personal Representative of the Deceased in relation to the payment of any Death Gratuity under the Scheme
* Separate correspondence shall issue to the Surviving Parent/Legal Guardian of any eligible children of the Deceased.

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**