**Notice letter of death template**

(Recipient’s address)

(Your address and contact details)

(Date in full)

(Objective of letter – no more than 1 sentence)

(Dear Mr./Mrs./Ms./Miss insert full name),

It is with sincere regret that I write to you about the passing of (Insert name) on (insert date)

I am therefore writing to cancel all membership.

I would be very grateful if you can please put this into action with immediate effect, and send us confirmation once completed using the contact details above.

Thank you for your cooperation.

Yours sincerely,

(Insert full name)

On behalf of (Insert full name)