**OPQ Letter**

Address to the Trustees of the OPQ plan

Date

Dear Sir or Madam

Tony Patel deceased - Date of death 02/09/2020

The member’s benefits were invested in the Lifestyle Fund with a target retirement date of 18/05/2022.

Further to notification that the above named member has died, details of the benefits payable are set out below.

1. Lump sum death benefit

* The total lump sum death benefit (LSDB) is £247,270.99, which includes:
* Life assurance amount of£76,236.00
* Refund of member’s Personal Retirement Account amounting to £171,034.99

* The LSDB is payable to persons at the Trustees’ discretion and so the Trustees should confirm to whom the benefits should be paid
* The LSDB represents 23.04% of the deceased member’s Lifetime Allowance
  + - 1. Details required

Before the lump sum can be put into payment, the following will be required:

* + The member’s original death certificate

If you have any queries, please contact me.

Yours faithfully

A N Other

**NOTE** –

**Letters should be written in full** **and should include all of the information contained in each of the bullet points.**

**Failure to write a letter in full will result in marks being lost.**

**Failure to mention the information contained in each of the bullet points will result in marks being lost.**