**OPQ Letter**

Address to the Trustees of the OPQ plan

Date

Dear Sir or Madam

Gail Roberts deceased - Date of death 25/08/2020

Further to your 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 £350,667.35, which includes:
* Life assurance amount of£128,400.00
* Refund of member’s Personal Retirement Account amounting to £222,277.35 (inclusive of member’s AVCs)
* 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 32.67% 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.**