11 July 20XX

Local lawyer 7 Example Road SUMMER HILL NSW 2130

Dear Sir/Madam,

RE: Estate of the late Isabella ROSE

I am writing to inform you that my sister, Mrs Isabella Rose of 6 Example Street, Redfern NSW 2016, passed away on 21 June 20XX.

Please conduct a search of your records and confirm whether you hold any will or testamentary document, files or Certificate of Title in my sister's name.

My address for correspondence is:

Rodi De Grasse 1 Apple Street REDFERN NSW 2016

If you have any questions, you may contact me on 02 9100 xxxx.

Yours faithfully,

R De Grasse

Rodi De Grasse