[*insert date*]

Dear [*name*]

Contract details - [insert name of contract]

Thank you for your recent letter informing us of the death of [*insert name*]. I would like to express the condolences of our staff.

I can confirm that the contract will terminate on [*insert date (either 7 days after death or 28 days after the end of the 7-day period*)]

I would also confirm the following arrangements for [*cover during this period/collection of the NHS owned equipment*]

* [*insert any arrangements*]

Yours sincerely

[*name*]

[*title*]