**Draft Template Letter**

Dear XXXXXX,

I am writing to you today to express our sincerest condolences on the death of [Name of deceased]. I know that I speak for my colleagues at the [Name of practice] in expressing our sadness at [Name of deceased]’s unexpected death.

[Input personal statement here]

I understand that this must be an incredibly difficult time for you but wanted to let you know that there is support available should you have any questions that you feel have been left unanswered or should you wish to speak to someone about your bereavement.

Understandably, you may not feel ready to do this at the moment, but, if you would like to do this in the future, the following organisation is qualified in bereavement-support and is well-placed to answer any questions you may have or sign-post you to someone who may be able to help further. There is no time limit on when you are able to access their services:

**SUDEP Action:** Is a specialist charity with a dedicated bereavement support service that helps people after an epilepsy-related death, where epilepsy is suspected, or if there is a history of seizure but no diagnosis. They provide specialist bereavement support, counselling, and casework, including help with inquests.

Tel: 01235 772852

Email: support@sudep.org

Post: SUDEP Action, 18 Newbury Street, Wantage, Oxfordshire, OX12 8DA

Sincerest condolences,

[Sign here]

**Bereavement Advice**

At this very distressing time there are often many decisions and arrangements which need to be made. The below is some useful information and contact details to help you. If you need any further help or support, please do not hesitate to contact us on <Organisation Details>.

# Registering the Death

You will normally need to register the death within 5 days. A booked appointment with the registrar is usually required, but a death can also be registered by post. To register a death, you will need the Death Certificate and various documents confirming the identity and details of the deceased individual.

|  |  |
| --- | --- |
| 🕽 | Please call your local council |
| 🖰 | [www.gov.uk/after-a-death/overview](http://www.gov.uk/after-a-death/overview)  |

# Tell Us Once

A service who will contact all government and local council departments to notify them of a death, for example council offices, libraries, blue badge, electoral service, housing departments, passport office, pension & DVLA

|  |  |
| --- | --- |
| 🕽 | 0800 085 7308 |
| 🖰 | [www.gov.uk/tell-us-once](http://www.gov.uk/tell-us-once)  |

# Arranging the Funeral

A burial or cremation can only take place after the death’s registered. There are many things to consider when arranging a funeral. Most people use a funeral director, though you can arrange a funeral yourself.

|  |  |  |
| --- | --- | --- |
| **National Federation of Funeral Directors** |  | **National Association of Funeral Directors** |
| 🕽 | 01937 919 045 |  | 🕽 | 0121 711 1343 |
| 🖰 | [www.nffd.co.uk](http://www.nffd.co.uk) |  | 🖰 | [www.nafd.org.uk](http://www.nafd.org.uk) |

# Cruse

Offering support to you after the death of someone close

|  |  |
| --- | --- |
| 🕽 | **0844 477 9400** |
| 🖰 | [www.cruse.org.uk](http://www.cruse.org.uk)  |
| 🖂 | helpline@cruse.org.uk  |

# Survivors of Bereavement by Suicide

Offering support to those bereaved by a suicide

|  |  |
| --- | --- |
| 🕽 | 0300 636 1967 |
| 🖰 | [www.uk-sobs.org.uk](http://www.uk-sobs.org.uk) enquiries@crisis.org.uk |

# Age UK

National charity to support those in later life, including those who have suffered recent bereavement

|  |  |
| --- | --- |
| 🕽 | 0300 636 1967 |
| 🖰 | [www.ageuk.org.uk](http://www.ageuk.org.uk)  |

# Citizens Advice

Offer free, independent, confidential and impartial advice to help people resolve bereavement issues

|  |  |
| --- | --- |
| 🕽 | 03444 111 444 |
| 🖰 | [www.adviceguide.org.uk](http://www.adviceguide.org.uk)  |

# Moodjuice

A self-help guide for people suffering from bereavement

|  |  |
| --- | --- |
| 🖰 | [www.moodjuice.scot.nhs.uk/bereavement.asp](http://www.moodjuice.scot.nhs.uk/bereavement.asp)  |