

MAKING IT LETTER READY

Once you have found points of contact for the case you have researched, and you have created your case notes.

The final stage is to get the name and addresses "letter" ready for our admin team to send out our introductory letter (letter 1).

It is essential that you prepare this information to allow for the admin team to generate a volume of letters, accurately and ensure these contacts are set up correctly on our system.

Our letter 1, is our first impression to potential clients.

1. Starting off with general letter ready, please format like this:

(Name)	Miss Libby Galatin-Paul
(Address, Building name or numbers and Street)	19 High Street
(Town) (Please note we do not use counties)	Calne
(Post code)	SN11 0BS
(Country ONLY if it is overseas)	

Text for the letter:

Our research shows that you were born in 2003 in London to John and Lillian J. Galatin (nee Paul) and therefore the deceased would be your mother's cousin.

What to include in the text of letter 1:

Our research shows/ We believe that...

1. Year of Birth
2. Location of Birth
3. Parents names, incl mother maiden name e.g. Eva Smith, nee Jones.
4. And then..... therefore, the deceased would be your..... (The part we need to be exact on, the connection to the deceased)
 - a) Child, sibling or parent, grandparent to the deceased = "may be known to you"
 - b) Cousin of some sort, Aunt or Uncle and others = "would be your connection"

2. If you cannot find date of death for the potential contact and need to send a letter to close contact who may be able to help us.

If you not been able to "kill" a beneficiary off and they are possibly still alive, so then you write to a child or another relative.

We need to work on this as it has been picked up a few times.

When you can't find a death record for someone/ untraceable after moving house, etc, please write something along the lines of "No Further Trace" or "No death found" and highlight it so then we can see when you send your notes in.

Then when you're writing to their descendent or relative to find them, please do the letter ready slightly different.

For example:

M1.1 Lillian J. Galatin b. Q1 1953 Calne d. **NO DEATH RECORD FOUND**

M1.1. 1 Libby Galatin-Paul b. Q3 2003 Calne

Miss Libby Galatin-Paul

19 High Street

Calne

SN11 OBS

Your mother, Lillian J. Galatin, nee Paul.

(IF YOU WANT TO ADD EXTRA DETAILS ABOUT THE PERSON WE WANT TO FIND YOU CAN!!)