

Senders Name:
Address:

Reference:

Letter Forwarding Service

Please send the enclosed, unsealed letters to the list of customers given below

DETAILS OF CUSTOMERS TO BE TRACED ENTERED IN CAPITAL LETTERS IN BOXES (1)-(4) BELOW

LETTER RETURNED BECAUSE :

1 NAMES	2 NINO	3 DATE OF BIRTH or AGE	4 LAST KNOWN ADDRESS	LETTER SENT	SAME ADDRESS AS HELD BY YOU	NO CURRENT ADDRESS HELD	UNABLE TO TRACE IN OUR RECORDS	DECEASED – DATE AND PLACE OF DEATH

DISCLAIMER
Despite taking care in tracing, we can never be **ABSOLUTELY CERTAIN** that the person we have traced is the customer you wish to contact
Information regarding next of kin can be obtained from:-
Certificate Services - Tel: 0845 603 7788

FOR OFFICIAL USE ONLY

Signed _____ Date _____

Telephone: 0191 2252191
Fax : 0191 2252359
Textphone: 0191 2252003
Email: CRU-BLF-1@dwp.gsi.gov.uk

Letter Forwarding Service
Compensation Recovery Unit
Room M0201
Durham House
Washington
Tyne and Wear
NE38 7SF

