Robert Brian Lee
6 Example Street
ALBANY WA 6330

11 July 20XX

Telstra Corporation Ltd
242 Exhibition Street
Melbourne VIC 3000

**RE: Estate of the late Janet LEE**Account No. 0XX 4XX 779 415

I am writing to inform you that my wife, Janet Lee passed away on 21 June 20XX. I have attached a copy of the Death Certificate.

The telephone and internet account were both in my late wife's name.

I am still living in the property and would like to have the landline transferred into my own name.

In relation to the internet service, please disconnect this service and arrange for the final account to be forwarded to me.

If there are any forms or other documents which you would like completed in order to transfer the account or disconnect the internet service, please send these to me.

If you have any questions, you may contact me on 08 9892 xxxx.

Yours faithfully

***R B Lee***

Robert Brian Lee