

standard 4

Care and Management of the Respondent guidance for indicator 4.3



4.3E Template 1: Example Notification Letter to Complainants on the death of a Respondent

Dear (Insert name of complainant)

I hope you do not mind me contacting you and sharing information about the recent death of (insert name of respondent) who was a member of (insert name of Church body). As you will know (insert full name of the respondent) name had been out of ministry and was ill for some time. He passed away on (insert date of death).

I hope this information does not cause you any additional stress, please feel free to contact me on (insert contact details) if you want any further information or if you want to obtain any counselling or support.

I sincerely hope that you are doing well.

With my best wishes

(Insert name of Church authority)