

Edwin James Rose  
6 Example Street  
REDFERN NSW 2016

11 July 20XX

Telstra Corporation Ltd  
242 Exhibition Street  
Melbourne VIC 3000

**RE: Estate of the late Isabella ROSE**

Account No. 0XX 4XX 779 415

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

The landline 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 that you require to transfer the account or disconnect the internet service, please send these to me.

If you have any questions, you may contact me on 02 9100 xxxx.

Yours faithfully,

**E J Rose**

Edwin James Rose