[Your address]

[Date]

To the tenancy management officer  
  
I am writing to let you know that **[the tenant’s full name]** who lived at **[address]** passed away on **[date that your relative died].**  
  
I would like to succeed to the tenancy.

I am the tenant’s **[say your relationship to the tenant, for example, you were married or civil partners, or you were the tenant’s child].**  
Please contact me to talk about this and to let me know what evidence I need to give you.

**[Your name]**

**[Phone number or email]**