

Town Clerk: Hazel Catt

Telephone: 01928 735150

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Frodsham Town Council

Castle Park, Frodsham,
Cheshire WA6 6SB



Name & Address

Date

Dear *Applicant name*

Re: Plot number

May I respectfully advise you that the ownership of the above numbered grave is registered in the name of the late (*Name of deceased*) _____.

It is important that the ownership is transferred to a new owner if work is undertaken to engrave n additional inscription on the head stone, further burials are to take place or renovation of the head stone.

Transfer of ownership can seem a complicated legal process but it is nothing to worry about and my staff and I are here to assist you and guide you through the process.

May I ask you to contact this office on 01928 735150 and speak to the Town Clerk and we will do our best to assist you with this important issue.

Kind regards