

## Annex E – Example badge recall letter – deceased

**Local Authority Address**

Phone:

Fax :

**NAME and ADDRESS OF BADGE  
HOLDER**

Our Ref:

Your Ref:

Date:

**Dear (NAME),**

**Blue Badge – SERIAL NUMBER**

It has been brought to our attention that your **(RELATIONSHIP TO BADGE HOLDER)**, Mr/Mrs **(BADGE HOLDER NAME)**, passed away on **(DATE)**. May I take this opportunity to express sorrow at your loss.

Our records show however that their Blue Badge has not yet been returned to our office.

I recognise that this is a difficult time and apologise at having to contact you. You may not have been aware that the badge needs to be returned. At a convenient time, I would be grateful if you could return the Blue Badge to me at the above address to allow us to update our records and correctly dispose of the badge.

Your co-operation in this matter is much appreciated.

Yours sincerely

NAME

Parking Investigation Officer

**ISSUING LOCAL AUTHORITY**