Dear

Re:

* [Cemetery Churchyard] at: [xx] Grave number [xxx]
* Memorial to: [xxx]

I am writing to you as we believe from our records that you are the person responsible for the memorial on the above grave.

As you may be aware, the [xxx] Council is responsible for the maintenance of this [cemetery/graveyard] and as part of its responsibility it surveys the safety of memorials including workmanship and best practice.

We have aim to ensure the safety of all visitors [to the cemeteries under our control], and following fatalities and injuries in other parts of the country caused by falling memorials, the [xxx] Council is following advice by the Health and Safety Executive the Ministry of Justice and the Diocesan Advisory Committee. This particular [cemetery/graveyard is subject to the Faculty Jurisdiction of the Church of England, exercised through the Consistory Court.

During our latest survey we identified that the memorial for which we believe you are responsible on the above grave was found to be in need of remedial work. Because of the potential safety hazard the memorial has been temporarily [secured or cordoned off].

The primary responsibility for maintenance of the memorial rests with the owner of the memorial, and this is why we are writing to you. The Council now needs to know if you intend to carry out the essential remedial work identified in the attached document. I would be grateful is you could let me know by [xxx].

If you wish to carry out the work yourself, you are free to do so, provided that you use a stonemason who is first approved by the [xxx] Council and who is in possession of Public Liability Insurance of at least £5 million. Any repairs need to be carried out in accordance with the recognised guidelines produced by the National Association of Memorial Masons of which all approved stonemasons are aware. If you are not willing to use the services of an approved stonemason then you will need to seek authorisation from the Consistory Court

If I do not hear from you by then it will be assumed that you do not wish to carry out the work and the Council will then [arrange for the memorial to be lowered in the ground so that it remains upright within the grave space but with only two-thirds of its face is visible] [seek permission from the Consistory Court to lay the memorial flat] [bury the kerb setts within the grave space so that the top remains visible at ground level]. This work will be carried out at the Council’s cost [but the Council will seek to recoup that cost from you].

If you wish to discuss this matter further, please contact [xxx]

Yours Sincerely,