*Date*

Dear xxxxxx

**Proposal to conduct an inquest into the death of xxxxxxx on the papers**

As you are aware the death of xxxxxx has been reported to this office. Might I send my condolences to you and all your family for your loss.

It appears to me that the circumstances of the death require an inquest to be conducted. You are entitled to be considered an ‘interested person’ in respect of that inquest. That means you have a right to have copies of relevant documents and, if there were to be an inquest hearing, you would be entitled to attend that inquest and ask questions of witnesses.

I have been told that my Coroner’s Officer, has already spoken with you regarding my proposal to conduct xxxxxxxxx’s inquest as an ‘inquest in writing’ based upon the documents alone and without any need for an attended hearing in a courtroom. The purpose of this letter is to confirm that conversation and explain to you why I have come to the view that the inquest might be concluded in that way.

A Coroner’s Inquest is an inquiry into the facts to find answers to four important questions, these are: (1) who the deceased was; (2) when they died; (3) where they died; and (4) how they came by their death. The first three issues are not controversial in respect of this death. The fourth question of ‘how a person has come by his or her death’ means that I must determine how the death occurred and establish the medical cause of the death.

In appropriate cases the law permits me to rely solely on written evidence to answer those four questions. I should only do so where the evidence is not controversial or in dispute, and where no public interest would be served by a hearing.

It appears to me that the circumstances of xxxxxx’s death are clearly revealed by the available documents and that there is unlikely to be any disagreement as to the factual findings or the inquest’s conclusion. I therefore propose to make my determinations at this inquest based on the available documents and statements alone, as I believe I can answer the four questions without needing to call any witnesses to court to give oral evidence.

If I held the inquest in writing I would be considering the following evidence:-

1. xxxxxx

2. xxxxxx

I have noted that the medical cause of death has already been given by Dr xxxxx in their report as:

1a

1b

2

On reviewing the documents I have listed above, and on the basis of the evidence presently available to me, I anticipate that the likely outcome of the inquest would be as follows:

**Medical cause of death:** As set out above.

**Time, place and circumstances of the death**: xxxxxxxx

**Conclusion**: xxxxxxx

I should make it clear that what I have set out above is only a provisional view, based on the evidence currently available and without having heard your own views. If you do not agree with my provisional view or there is some reason why you think this inquest should not be held using documents alone please might you let me know this as soon as possible. I will then take your views into consideration before coming to a final decision regarding how the inquest is to be conducted.

You are of course welcome to have copies of any of the documents mentioned in this letter before coming to your decision and, if you should wish to have copies provided to you, please could you let my officer know this within 7 days.

I would be grateful if you might let me know your views and whether you agree or disagree with the proposal for an inquest in writing. If I have not heard anything from you within 7 days I will assume you are content with my proposal and the inquest will then go ahead as an inquest in writing without a court hearing.

If you wish to receive a copy of the Record of Inquest after it has been completed, please e-mail my officer on xxxx@xxxxxx or write to the address above and I will arrange for this to be sent to you.

A formal response to this letter is not required, if you wish to send your response in an informal email that will of course be acceptable.

Yours sincerely,

*Senior/Area/Assistant* Coroner for xxxxxx