

Sample Form Letter  
regarding  
Assistance on Death

Date

Dear President

On behalf of the family of (name and address of deceased), now deceased, I request and hereby apply for assistance to pay/reimburse the cost and expense of his/her funeral.

I have enclosed a certified copy of the death certificate of (name of deceased).

I have also enclosed a true copy of the funeral bill (and/or other bill or bills related to funeral).

Any assistance to aid the family of (name of deceased) in this time of need would be greatly appreciated.

Very truly yours

Signature

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