

Inquiry About Death Certificate Issuance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Office/Department Name]

[Office Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to inquire about the issuance of a death certificate for [deceased person's name], who passed away on [date of death]. We are in the process of making funeral arrangements and require the death certificate for this purpose.

Could you please provide information on the steps I need to take to obtain the death certificate, as well as any relevant fees and required documentation? Your assistance in this matter would be greatly appreciated.

Thank you for your attention to this important matter. I look forward to your prompt response.

Sincerely,

[Your Name]