

Embassy of [Country Name]

[Embassy Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

To Whom It May Concern,

We hereby notify you of the unfortunate passing of [Deceased's Full Name], who was a citizen of [Country Name]. The death occurred on [Date of Death] in [Location of Death].

As part of our commitment to assist the families of our citizens, we provide guidance on obtaining a death certificate and any relevant consular services that may be required during this difficult time. We kindly request that you coordinate with our office for necessary assistance.

Please find attached the required documentation needed to process the death certificate:

- Copy of the deceased's passport
- Death report from local authorities
- Any additional supporting documents

For further inquiries or assistance, please do not hesitate to contact our office at the above-mentioned phone number or email address.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

Embassy of [Country Name]