

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Request for Bereavement Fare**

Dear [Recipient's Name],

I am writing to request bereavement fare assistance for my elderly relative, [Relative's Name], who recently passed away on [Date of Passing]. In light of this unfortunate event, I would like to travel to [Location] to attend the funeral services scheduled for [Date of Service].

Due to the circumstances, I kindly ask if you could provide a bereavement fare for my travel. This would greatly ease the financial burden during this difficult time.

Please let me know the necessary steps to proceed with this request. I have attached any required documentation to support this application.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

Attachments: [List of any documents included]