

# Bereavement Fare Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request travel assistance in the form of a bereavement fare. I am facing a difficult time due to the recent passing of my [relationship to deceased, e.g., mother, father, etc.], [deceased's name], on [date of passing].

Due to this unfortunate circumstance, I need to travel to [destination] for the memorial/service. I kindly seek your assistance with a bereavement fare discount for my travel on [specific travel dates].

Attached are the required documents, including a copy of the death certificate and my identification. I would greatly appreciate any help you can provide during this challenging time.

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

Sincerely,

[Your Name]