

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Airline Customer Service]

[Airline Name]

[Airline Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to request assistance with a bereavement fare following the unexpected passing of my [relation, e.g., grandmother, father]. The unfortunate event occurred on [date of passing], and I need to travel to [destination] for the funeral services.

Please find attached the necessary documentation, including the obituary and any other relevant details, to support my request. I would appreciate your guidance on the steps I need to take to secure a bereavement fare.

Thank you for your assistance during this difficult time. I look forward to your prompt response.

Sincerely,

[Your Name]